

MONDAY

Wash blue silk sweater
Clean & felt hat

TUESDAY

Let down young frock
Look over clothes for Dr. Wedding

WEDNESDAY

Press G's suit
new washer on kitchen top

THURSDAY

Bottle cherries
Buy birthday present for John

FRIDAY

Buy tea sugar, raisins
Turn out store cupboard
Clean paint in front bedroom

SATURDAY

Use up cold hardlock
Make rock cakes for Sunday
Check milk and bread bills

SUNDAY

WEEK ENDING

Take back puppets
Re-pot ferns

ELIZABETH CRAIG'S ENQUIRE WITHIN

*A book, full of simple, lively
and up-to-date information
on every household subject.
Over 2,000 hints to be kept
ready to hand.*



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FOREWORD

HERE'S a book which I have been planning and looking forward to writing for years, in fact ever since I began to realise how necessary it was. I help housewives all I can, but every busy woman with a home to run needs a thoroughly up-to-date counsellor on all her household problems, in a form which is easy to consult. You see, you cannot lift me down from a shelf the moment you're harassed. You have to take the trouble to write to me and wait for an answer.

And so, examining, testing and selecting from all the information I've gleaned about the business of housekeeping in my own home and from housewives who have consulted me from all over the country about their problems, I've at last managed to set down in book form almost two thousand practical ideas that will save you time, money and labour in your home.

This book has four purposes. First of all, it's a *reference* book. In it you will find nearly everything you want to know about the rudiments of running a home, so that if you are new to housekeeping you can, with its assistance, avoid the mistakes often made by a beginner.

Secondly, it contains sound, practical information on semi-technical problems that arise in every household, problems which even the experienced housekeeper may hesitate to tackle herself for lack of a little specialised knowledge. So many household repairs and minor illnesses could be dealt with at home, and heavy bills saved. No housewife who considers herself efficient should have to admit that if a tap needs a new washer she is entirely at the mercy of the plumber. Nor, if one of the children swallows a fish bone that remains stuck half-way down his throat, should she have to sit and wait helplessly for the arrival of the doctor.

Thirdly, this book has been written to answer questions—to solve all those little problems which crop up in any housewife's day. The woman with a house and family on her hands has no time for the "trial and error" method. She

wants to be *sure* of success whenever she starts a job, whether it is cooking, cleaning, shopping, nursing, sewing, gardening or any other matter. So I've tried to make this book an "encyclopædia" of household lore that will take the guesswork out of housekeeping.

Fourthly, my *Enquire Within* contains a collection of new ideas that will help you to cope more successfully, more quickly and more economically with all household jobs. It also suggests ways of cutting down your bills that are easy and pleasant, and do not necessitate undue stinting. This book will help you to avoid waste in every department of your home, as well as when you are out shopping. It tells you, too, not only how to increase your leisure time by introducing inexpensive labour-saving ideas into your house or flat, but the quickest, easiest ways to do the most tiresome household jobs.

There is, too, an intimate personal section which shows you how, even in the midst of your many duties and responsibilities, you can keep your looks, your health and your youthfulness of face and figure. If you organise your home on the labour-saving lines I suggest, you can easily find time to give yourself the simple little beauty treatments prescribed in the section on *Diet, Health and Beauty*.

Use my book to answer your questions by turning *first* to the very full index, where you will find your problem classified under several, if not all, of the headings under which you are likely to look for it. The index entry and the alphabetical arrangement of the text directs you immediately to the solution of your problem. The book also is divided into ten sections so that, if you wish, you can obtain a thorough grasp of any of the subjects by reading through the section—picking up many new ideas and hints in the process, and learning to forestall the troublesome errors of inexperience.

Elizabeth Craig

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line drawings in the text*

WORK OF THE HOUSE

KEEPING a home delightfully fresh and inviting is not the heart-breaking, back-aching task it used to be. Furnishings and decorations are simpler, and there are many new labour-saving devices to aid you. But even without all the latest gadgets—even if you haven't a vacuum cleaner, refrigerator, stainless fittings and washable decorations—you can save yourself endless time and trouble by a little special knowledge about cleaning problems. Fruit juice on a new silk frock, or a hot plate carelessly stood on a gleaming table, need not be a tragedy. There is a simple, easy way to deal with all such emergencies, and this section tells you how to take care not only of your furniture, fittings and decorations but of your clothes as well.

Apart from the ordinary routine and special emergencies of household cleaning, many hints are given for tackling the other aspects of home management with complete confidence. If you want to introduce inexpensive labour-saving ideas into your home, whether it is modern or old-fashioned, to balance your budget, to get value for your money when you go shopping, and to avoid waste, this section tells you how to do it.

Accounts.—Every housewife should have a simple system of keeping accounts so that she can see exactly how her housekeeping allowance is being spent, detect over or under-expenditure in any direction, and compare one quarter's expenditure with another's. You will probably have books supplied by your baker, butcher, milkman and grocer, but everything else you buy should be entered every day in a fairly large account-book kept for the purpose.

Don't forget to check over the goods when they arrive to see that everything you are being charged for has been sent. Keep all tickets and vouchers so that you can compare them with the books when they are sent in. Whether you give orders at the

door, shop personally, or by telephone, don't fail to keep some record of the goods you receive, and if there is any mistake take up the matter with the tradesman at once.

It is usually best to settle accounts weekly, but it naturally depends on how you receive your allowance. If it is paid to you monthly, settle your accounts accordingly.

Keep a smaller account-book headed "Debit" (which is money received) and "Credit" (which is money paid out) on opposite pages, and use this for summarising the week's expenditure. Under "Debit" write the amount of your housekeeping allowance, and under "Credit" the total amounts you have spent at the dairy, baker's, fishmonger's,

grocer's, greengrocer's, butcher's, laundry, draper's, hardware stores, etc., and balance the total with your allowance. If you have a sum left over, add it to your allowance for the following week. If you have over-spent, then you must cut down next week's expenditure accordingly.

The best plan is to keep your housekeeping allowance quite separate from other allowances, otherwise you may easily encroach on them without realising it, and have a serious deficiency at the end of the week.

✓ **Aluminium, to clean.**—Place one or two stalks or leaves of rhubarb in saucepans with dark stains. Cover with water and bring to the boil, then rinse and dry the saucepan. If rhubarb is not available, use vinegar and water—1 tablespoon of vinegar to a quart of cold water. Heat slowly and boil for 5 minutes.

Some stains can be removed by rubbing with a piece of flannel dipped in crushed egg shell or salt. To clean outside, rub with a damp piece of flannel or chamois leather dipped in whiting. Do not use soda on aluminium. Special cleaners for ordinary use can be obtained.

Baskets, to preserve.—If baskets are occasionally scrubbed with hot soap suds they will last much longer.

Baths, to clean.—Enamelled.—Rub grease and dirt marks with a rag dipped in ammonia or paraffin. Remove all stains with a wet rag, dipped in whiting. Rinse, dry and polish.

* See also SAUCEPANS, BURN'T.

Porcelain.—Remove soapy deposits with a wet rag dipped in borax or paraffin. Clean with a wet rag dipped in whiting. Wash and dry.

Zinc—Rub with a rag dipped in warm soapy water, but if the bath is not then sufficiently clean, dip the rag in paraffin and powdered bath-brick. Rinse, dry and polish with a clean cloth.

Bed, to detect damp in.—Place a hand-mirror for a few minutes between the sheets. If when you remove the glass it is misty, the bed is damp.

To prevent damp in.—Leave a blanket spread over the bed after it is made. Should you go away for two or three weeks you will find the bed quite dry on your return. The blanket, however, should be well aired.

Bedding, to choose.—The quality of your bedding is of more importance than the bedstead itself, and it should always be obtained from a reliable firm. There are many different types of springs, perhaps the most comfortable and durable being the box spring type.

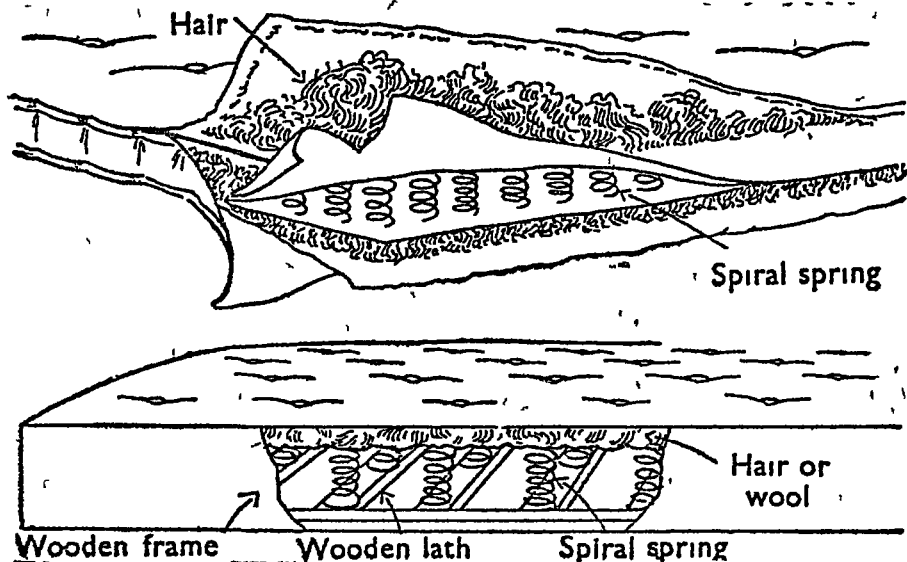
Blankets—These should be all wool—excepting under-blankets, which can contain some cotton. Top-blankets should be as light in weight as possible while still being warm and fleecy. The softer and finer the wool, the better the blanket. Cellular blankets, woven with air spaces, are quite the warmest for their weight, and consequently the most healthy, but they are also the most expensive. Like other good blankets, they can be

obtained in most colours. Allow two or three top-blankets for each bed, or more if you have no eiderdown in winter ¹

Bolsters and Pillows.—Guaranteed feather or down fillings are best, unless you are a hay-fever subject, when a special filling is usually advised

Mattresses.—Good quality mattresses contain hair or a mixture of hair and wool. Cheap

all the seams and tabs of a box mattress, or an ordinary mattress and you can change feathers from one pillow to another, cleaning them as you do so. If you have no vacuum cleaner and do not wish to send your mattresses, etc., to a bedding expert for cleaning, brush and beat them well in the open air, wipe with a damp rag and air them well, preferably in the sun.



1. Two types of comfortable, hygienic, spring mattress.

flock mattresses are never worth buying as they become shapeless, lumpy and uncomfortable in a few months. Two washable cases should be bought for each mattress. If your mattresses are all of the same size, you can manage with just one or two extra cases to put on when others are being washed

To clean bedding.—If you have a vacuum cleaner you can use it to remove the dust from

¹ See also LINEN, TO BUY.

Bedsteads, to clean.—Brass.—If the brasswork is untarnished, wash, dry and polish with a dry cloth. If tarnished, sponge with ammonia or turpentine, and then polish with a good brass polish.

Enamelled Iron.—Wash with a rag dipped in warm soapy water. Rinse and dry, then polish with a piece of flannel dipped in liquid wax or in a polish made from a cup of paraffin oil and a tablespoon of white shellac.

Wooden.—Sponge with a piece of flannel dipped in hot alum water.

To clean the springs.—Keep two dish mops for this purpose alone. Get the dust out of the springs with a dry mop, then go all over them with a damp mop, and wipe dry.

Blankets, to clean.—Either send them to a good cleaner, or wash them at home on a windy day. Squeeze them in a good lather made with soap flakes, not too hot for your hand, with 4 tablespoons of ammonia added to each bucket of soapy water. Rinse well in warm water, and put thrice through the wringer. Hang out in the air and beat when dry.

New Blankets.—These should be soaked overnight in cold salted water—2 or 3 handfuls to a tub—to remove dressing.

To store blankets.—If possible, store blankets in a cedar-lined chest during the summer. Powdered alum sprinkled over them is an excellent moth preventive.

Bleaching.—See LINEN, TO WHITEN.

Blinds, roller, to wash.—After taking the blinds down and unrolling and dusting them, lay them on a table and scrub both sides of the blinds with warm soapy water and ammonia. Thoroughly rinse them by sponging with clear water, then starch them. This can be done in a small bath-tub, mixing the starch fairly thin, as any surplus starch left on the blinds will spoil their appearance. The blinds must

then be hung on a line, so choose a fine day for this work. Iron them on both sides when they are almost dry.

If you do not want to starch the blinds, roll them up carefully while wet. It is then best to put them back in place, and pull them down to dry.

Bran Water.—Useful for washing cretonne curtains, chair-covers, etc., bran water is made by boiling bran and water in the proportion of 1 pint of bran to 3 quarts of water for 20 minutes. Strain off the bran, and add as much cold water as required. The bran can be reboiled in the same quantity of water for 20 minutes for a second washing.

Brass, to clean.—If too tarnished to clean satisfactorily with any brass polish, rub it first with a rag dipped in ammonia or turpentine, then dry before polishing. Encrusted or very badly tarnished brass and copper can be cleaned with half a lemon, dipped in kitchen salt, before being rubbed up with metal polish. A brass kerb is best cleaned with furniture polish.

Antique brass.—This should be rubbed with a chamois leather moistened with powdered rotten-stone, mixed to a paste with paraffin.

Bronze, to clean.—Dust and wipe with a soft rag dampened with linseed oil or paraffin oil. Polish with a chamois leather. Bronze is easier to polish if it is warm.

Broom Holder, to make.—This is really a very simple job. Put two large screws or nails into

the wall about two inches apart. Drop the broom between them, handle downwards

Budgeting.—To make a home a paying concern it is essential to have some idea of how much you can afford to spend on various items, according to the size of your income after Income Tax has been deducted. The easiest way is to divide your income into tenths and distribute it as follows.—

Two-tenths	Housing
Five-tenths	Food, operating expenses
One-tenth	Clothing
One-tenth	Personal
One-tenth	Health, insurance, savings

These headings will, in turn, have sub-divisions. For instance, operating expenses include lighting and heating, pressing, dyeing, cleaning, telephone bills, laundry, replacements of worn equipment, window cleaning, chimney sweep, etc. For food, 20s per head is a good average allowance, but in a large family or where vegetables and fruit are grown in the garden and poultry kept, it is possible to manage quite well on 15s 6d a week per person. In this case you must make allowance for the upkeep of your poultry and garden.

Housing includes rent, rates, taxes, mortgage payments and repairs or improvements. Health includes doctor's, dentist's, optician's and chemist's accounts. Personal expenditure must include newspaper and stationery

bills, club subscriptions, tobacco and cigarettes, car expenses (if you run a car), holidays and amusements.

The amounts allowed for all these items will vary to some extent with individual circumstances. A family living in the country, for instance, will not need to spend as much on clothes as one living in town, but fuel and telephone may cost more. Those who keep a car may have to reduce the holiday allowance to pay for its upkeep. There are, however, some general rules for budgeting any income —

1 Whatever other account you encroach upon, do not raid your health and savings account. If you have a sum left over at the end of one year, you may need it in the next.

2 If your income increases let housing be the last item on which you spend more.

3 It is better to forfeit holidays and do with old clothes than to be without a savings account of some kind for emergencies.

4 Husband and wife should each have a personal allowance and should agree upon the amounts and the items it is to cover between them. This will avoid any argument as to who should pay for what when the bills come in.

5 Don't forget to include restaurant meals in the food allowance.

6 Divide your food allowance into portions, and allot under the following heads—

1. Eggs, fish, meat
2. Bread, cereals

- 3 Cheese, milk
- 4 Groceries
- 5 Fruit, vegetables

7. Whatever else you economise on, don't stint on food, especially on fruit, vegetables and dairy produce.

If you have to make the income that sufficed for two cover the expenses of a child as well, the operating and personal expenses will have to be reduced to meet the extra cost of food, and the clothing allowance made to cover the child's clothes as well. The education expenses might be met by taking out an insurance policy. You will, of course, need to increase the allowance spent on milk, butter, eggs, etc., for two.

Butter Cooler, cheap.—A cheap butter cooler can be made with a cork, flower-pot, wide-mouthed jar and a plate. Put the butter in the jar, and stand the jar in the pot, in the hole of which you have wedged the cork. Pour cold water in the pot round the jar, and cover with the plate. Stand in a cool spot where there is a draught.

Carpets, care of.—Cleaning.—An old carpet that needs a thorough cleaning all over can be rapidly treated on the floor it occupies. Sweep it until no more dust can be brushed out, then make a carpet cleanser by shredding half an ounce of household soap into half a pint of boiling water, with a teaspoonful of ammonia and a small lump of soda.

Scrub the carpet with a small

brush lightly dipped in this solution. Rinse it off with a cloth constantly wrung almost dry out of clean, warm water. Finally, rub with a dry cloth.

Moth in carpets.—If a carpet that has been stored away shows signs of moth, put a fine, damp twill towel over the moth-eaten part, and press with a very hot iron until the towel is dry. This will kill moth eggs and maggots.

Stains.—Most stains on a carpet can be removed by spreading on thickly a paste made of Fuller's earth and boiling water. Leave the paste on for 24 hours, then brush it off with a whisk.

Rub *ink* stains with a mixture of a teaspoonful of oxalic acid dissolved in a quarter of a pint of water. If *soot* falls on a carpet, cover it at once with dry salt, and sweep it up carefully. When soot has left a mark on a carpet, rub the spot hard with a rag dipped in carbon tetrachloride. Renew the rag as soon as it gets soiled. Carbon tetrachloride has slight anæsthetic properties, so be careful not to inhale it.

Grease stains should be sprinkled at once with whiting or flour. Repeat this next day, then rub with a flannel dipped in turpentine.

Sweeping.—Kitchen salt or damp tea leaves or a mixture of both, sprinkled over a carpet before sweeping, will leave it looking fresh and clean and bring up the colours. When sweeping Axminster carpets take great care to brush them the way of the pile, otherwise the dust will be brushed in, not out.

Casseroles, makeshift for.—An enamel pie-dish covered with white paper which is pleated all round under the edge of the dish makes a good substitute for a casserole. Or you can use a two-pound jam jar with a little saucer on the top.

To prevent cracking.—If new casseroles are placed in a pan of cold water and brought slowly to boiling point before using, they will be less likely to crack when in use.

Catering Quantities.—Allow approximately the following quantities for each adult per portion.—

Fish	$\frac{1}{2}$ lb whole or with bone; 4-6 ozs filleted
Meat	4-6 ozs solid meat, 6-8 ozs with bone
Greens	6 ozs without waste
Potatoes	1 lb for 3 persons
Other root vegetables	4 ozs.
Beans, broad	1 lb in the pods.
Beans, string	5 ozs
Peas	$\frac{1}{4}$ pint shelled

Cellars, to disinfect.—Sprinkle pulverised copperas, chloride of lime, or common lime on the floor.

Damp cellar.—Take 2 pounds of coarse kitchen salt, powder it and divide it into four equal parts. Place the salt in four empty tins, and stand the tins in the cellar. The salt will absorb the moisture from the air. When the salt becomes saturated, stand the tins on a warm stove to dry, then use them again.

E.W.

Celluloid, to clean—Rub with metal polish on a soft rag.

Chamois Leather, to wash.—Polishing leathers as well as chamois gloves should always be washed in lukewarm soapy water, then rinsed in more soapy water until clean. Two teaspoons of olive oil, added to the last soapy rinse, softens the leather, which should then be squeezed and hung up to dry—preferably in the fresh air.

Do not hang gloves by the fire or they will harden. They should be tried on and pulled into shape before they are quite dry, then rubbed well when dry.

Charcoal, uses of.—Meat that has to be left for a day or two before being cooked will remain fresh if sprinkled with charcoal. A piece of charcoal placed in the saucepan in which cabbage is boiled will prevent a disagreeable smell arising while it is cooking. Pieces of charcoal placed in flower vases will keep the water fresh. Mix charcoal with soil used for pot plants to keep it sweet.

Chimney, smoky.—Mix $\frac{1}{2}$ lb powdered saltpetre with 1 lb flowers of sulphur, and if a chimney shows signs of smoking, throw an ounce or two of the mixture on the fire when it is bright and clear. This will remove a great deal of the accumulated soot.

Cleaning Ball, to make.—Little balls made of Fuller's earth mixed with vinegar to a paste can be used for removing most stains. Damp the stain with water and rub with the ball.

When the paste on the stain is dry, remove it carefully with a cloth dipped in clean, tepid water.

Cloth, shine on—Cloth that has become shiny in places can be renovated by brushing lightly with a clothes brush dipped in a mixture of equal parts of methylated spirits and water, to which a tablespoon of ammonia has been added. Then iron the cloth lightly under damp muslin.

Clothes, to press.—Before pressing a suit, shake the coat, waistcoat and trousers, in the open air if possible, and brush each garment carefully. If you find any spots, place the stained portion on a pad on a table and rub the stain with a toothbrush dipped in the appropriate cleansing agent.¹ Sponge with a scrap of loofah dipped in tepid water. If the stain has not quite disappeared, repeat the treatment. Now hang the clothes up to dry, putting the coat and waistcoat on coat-hangers and suspending the trousers by the braces.

When you are pressing the suit, coat or skirt, place your ironing-board where you have plenty of elbow room. When your iron is thoroughly hot lay the garment, right side up, on the ironing-board and cover it with a towel wrung out of hot water to which you have added ammonia in the proportion of 1 teaspoonful to a pint of water.

Press until the towel is dry, being careful to press only where it is necessary, on no account press down the lapels of the coat.

¹ See STAINS.

Take care when pressing trousers to see that the towel goes over the whole length, to avoid showing markings. Don't allow the suit to be worn until at least twelve hours after pressing.

Clothes Line, to wash.—The best way to wash a long clothes line is to wind it round a board, to prevent it from becoming tangled, and scrub it well with a brush.

Coal Economies.—1. Half a teaspoonful of saltpetre mixed with half a cup of water and poured over a cuttle of coals will not only induce a brighter fire, but will make the coal last longer.

2. A good handful of common washing soda dissolved in half a bucket of warm water, if thrown over a hundredweight of coal and allowed to dry, will prolong the burning power by 25 per cent.

3. Lay old newspapers, paper bags, pasteboard boxes and wrappings in water until they are reduced to pulp, then squeeze them into tight balls, the size of your fist. Roll them in coal dust to be used for stoking fires.

4. Burn all orange and lemon skins. They give out a great heat as well as a most delightful aroma.

5. When you have any hot dirty soda water use it to moisten coal dust. Leave it for an hour, and then bank up with the mixture any fire that you are not wanting to sit beside for some time.

Combs, to clean.—Remove dirt from between the teeth with a

comb cleaner, then swish the comb backwards and forwards in a basin of warm soapy water containing a few drops of ammonia. Rinse, shake well, and prop up to dry.

Copper, to prevent rust in.—

After washing and drying the copper when it has been used for boiling clothes, rub the inside with soap to keep it from rusting. Do this while it is still warm.

Copperware, to clean.—Clean copper in the same way as brass.¹

Copper kettle.—If the outside is very dirty, fill the kettle with hot water and polish the outside with a rag dipped in buttermilk or sour milk. A kettle cleaned occasionally in this way will remain in very good condition. Always fill copper kettles with boiling water before polishing them—they will take much less time to polish.

Cork Mats, to clean.—Rub small mats with a smooth piece of pumice, dipped in soapy water, and then rinse and dry. Larger surfaces should be scrubbed with soap and water and a little pumice powder.

Corks, to make airtight.—Dip the corks in hot mutton fat and wax, mixed in equal proportions. If the corks are treated like this, fruit and pickles will keep better and retain their colour.

Decanters, to clean.—See GLASS, TO CLEAN.

Drains, to keep clean.—*Scullery drains*—These should be flushed with a bucket of hot water and strong soda or chloride of lime at least once a week. In hot

weather, rinse out the sink with water and a little permanganate of potash last thing at night to keep flies from settling.

Lavatory drains—Wash weekly with strong hot soda water and a brush, then flush down, and add a little disinfectant.

Stopped-up drains.—There are two methods of clearing a stopped sink drain.

1 Pour down a pailful of boiling water, then a cup of paraffin. Leave for 15 minutes, then flush with another pail of boiling water.

2 Dissolve 1 lb. of lye in 6 quarts of boiling water, and pour it down the drain, then flush with plain boiling water. Do not use washing soda.

Dustbin, care of.—Burn some straw or newspapers in galvanised dustbins after they have been emptied, and keep them sprinkled with disinfectant. Lids should fit very tightly to prevent the entrance of rain, rats, and flies and wasps.

Eiderdown Quilt, care of.—

When the summer comes, you can either shake your quilts well, and put them away with moth-balls or in a cedar-lined chest until next winter, or have them washed or cleaned and let them remain on the bed.

To wash.—Add a tablespoonful of ammonia to a good lather of soap jelly¹ and warm water. Shake the quilt well, soak it in this for 10 minutes, then squeeze it and lift it up and down in the suds.

If it still looks dirty, put in a

¹ See BRASS, TO CLEAN.

¹ See SOAP JELLY, TO MAKE, page 31.

fresh lather, then rinse three times in lukewarm water to which a little ammonia has been added. Pass the eiderdown through the wringer, and hang it out in the wind, taking it off the line repeatedly to shake it well. If the colours of the eiderdown are likely to run, add two handfuls of salt to the last rinse.

Electricity Economies.—If you cook by electricity here are some ways in which you can keep down the cost of current.—

1. Two or three pans, according to their size and shape, can be kept simmering on one boiling plate.

2. To speed up cooking and save current always use large-bottomed, low pans which cover the whole of the boiling plate.

3. Place utensils on the boiling plate before switching on.

4. Don't boil small quantities of water in a kettle on a boiling plate. Use an electric kettle.

5. Use a three-tiered steamer, high-pressure and waterless cooker occasionally.

6. Use utensils with ground flat bottoms, specially made for electric cooking, of thick aluminium, cast-iron, copper, seamless steel or nickel. Don't use uneven or grooved utensils on the enclosed type of boiling plate.

7. Remember that the enclosed type of boiling plate will continue boiling operations for about 10 minutes after switching off, and that the oven will cook for 20-30 minutes after switching off.

8. Always arrange shelves in position in oven before switching on the current.

9. Before opening the oven door to inspect any food, switch to full heat, then switch down immediately after closing the door.

10. Don't baste meat. It is not necessary, owing to the small amount of evaporation.

11. Keep an eye on the thermometer or automatic oven heat controller, and don't over-heat the oven before using, or cook at too high a temperature. Don't forget that heat remains in the oven after you have switched off. Use it for cooking a milk pudding or sweet or savoury custard, etc., for the next meal.

12. Don't place a tin of water in an electric oven while cooking is in progress.

Electric Stoves, to clean.—

Wipe down while still hot immediately after using. If however, you occasionally find that there are some burnt marks to remove, switch on the current till the stove is warm, then switch off and remove marks with a cloth dipped in a little cleanser. Wipe with a clean cloth and dry.

Fenders, to clean.—See STEEL, TO CLEAN, and BRASS, TO CLEAN.

Fibre Mats, to clean.—Beat out all the dust. Then brush the mat well with cold water in which is dissolved a little salt. Dry out of doors.

Fire Bars, to prevent turning red.—Rub the bars with a cut raw onion, or with weak treacle and water, then apply the blacklead with a rag or soft brush.

Firelighters, cheap.—Lots of

oddments that find their way into the dustbin can be used to make a fire burn up. Dried potato, orange, lemon and grapefruit peelings, bacon rinds, and greasy pieces of paper are all good for kindling.

Another good method is to soak a large cinder in paraffin overnight, place it on a sheet of newspaper in the grate, arrange coals round it, and light the paper.

Fireproof Ware, care of.—

Fireproof ware cleans easily if it is soaked immediately after use. It will last for a long time if the following "don'ts" are observed—

1. Don't put fireproof glass into a very hot oven. Heat it gradually.

2. Don't stand hot dishes straight from the oven in a draught or on a cold marble slab.

3. Don't pour cold water into hot dishes.

4. Don't stand fireproof ware over a naked flame. Protect it with a sheet of asbestos. *Never* stand fireproof glassware on an electric hot-plate unless it is guaranteed to withstand such usage.

Fish Smell, to remove.—See

TEA LEAVES, USES FOR

Fish, to buy—Fresh fish has firm flesh, clear eyes and bright red gills. If it is flabby or smells strongly, it is stale. See that all shellfish is heavy, and reject any oysters with shells the least bit open. Avoid thin, dried-up kippers. They should be plump and moist.

FISH IN SEASON

All the year round—Bream, brill, cod, crabs, dorys, eels, flounders, gurnet, haddock, hake, halibut, herrings, lobsters, mackerel, plaice, sole, turbot, whiting.

January—Crayfish, dabs, Dutch salmon, mullet, mussels, oysters, perch, prawns, scallops, skate, smelts, sturgeon, trout, whitebait.

February—Crayfish, dabs, eels, mullet, mussels, oysters, prawns, scallops, Scotch and Irish salmon, scallops, skate, smelts, sprats, sturgeon, whitebait.

March—Dabs, oysters, prawns, salmon trout, scallops, Scotch and Irish salmon, skate, slips, smelts, sprats, sturgeon, whitebait.

April—Dabs, oysters, prawns, scallops, Scotch and Irish salmon, scallops, smelts, whitebait.

May—Conger-eels, crayfish, dabs, ling, mullet, perch, prawns, Scotch and Irish salmon, scallops, smelts, trout, whitebait.

June.—Crayfish, dabs, gurnet, ling, mullet, perch, pike, prawns, Scotch and Irish salmon, shrimps, skate, trout, whitebait.

July—Crayfish, dabs, ling, mullet, perch, pike, prawns, Scotch and Irish salmon, shrimps, skate, whitebait.

August—Conger-eels, crayfish, dabs, mullet, mussels, oysters, pike, prawns, Scotch and Irish salmon, shrimps, whitebait.

September—Mullet, oysters, prawns, Scotch and Irish salmon, shrimps, sturgeon.

October.—Crayfish, mullet, mussels, oysters, salmon trout, scallops, smelts.

November—Oysters, Canadian chilled salmon, scallops, shrimps, skate, sprats, whitebait.

December.—Crayfish, dabs, oysters, scallops, skate, smelts, sprats, whitebait.

Flannels, to wash.—First shake the flannels well, then plunge them up and down in a hot lather made with pure soap flakes, and squeeze them lightly between your hands. If you add a little borax, very little rubbing will be necessary and the flannels will be softer. Wash in two lathers, then rinse in warm water. Wring, pull into shape, and hang in the fresh air.

Coloured flannels should have a wineglass of vinegar added to every gallon of water used for washing them, or you can add a little salt for pink and scarlet flannels, and a teaspoon of ammonia for blue.

Floor Polish, cheap.—A cheap floor polish can be made by melting oddments of wax candles (the equivalent of two whole candles) and $\frac{1}{2}$ lb. of shredded soap in 1 gill of boiling water. Stir well, and when the mixture is cold, add twopennyworth of turpentine, and twopennyworth of linseed oil. Keep well covered.

Flowers, to keep fresh.—Add a little salt, an aspirin, or a small block of camphor to the water in which flowers are arranged and they will keep fresh longer. A small piece of stalk should be cut off each day, and the stems split if they are woody. Float roses in a bath of cold water for 3 or 4 hours before arranging them in bowls or vases.

To prevent water smelling.—Put a small piece of charcoal into a vase containing flowers which are apt to make the water smell strong.

Flymarks, to remove.—From glass—Flower marks on mirrors, windows, and glass or porcelain lamp-shades can be removed with a rag dipped first in vinegar, then in kitchen salt.

From silk shades.—Dust the shades or the soiled parts with finely powdered French chalk. Thoroughly mix together 1½ ozs. of soft soap, $\frac{1}{4}$ pint of methylated spirits, and $\frac{1}{4}$ pint of water. Rub this mixture carefully and lightly on the stains, on both sides. Sponge with lukewarm water, and press gently with not too hot an iron.

Fountain Pen, to clean.—Unscrew all the parts, soak them in vinegar for $\frac{1}{2}$ hour, then rinse them in warm water and dry them.

Fruit, to buy.—To buy fruit economically, buy in quantity only hard fruits which will keep. To choose melons, feel the stem ends. If they are soft the melon is ripe. If your finger sinks, it is too ripe. Lemons should be heavy in proportion to their size. Berried fruit should be large and dry. Have nothing to do with small hard currants, or moist strawberries. See that the foliage of pineapples is very fresh.

FRUIT IN SEASON

Apples	All the year round
Apricots	End of December to mid-July
Avocado	
Pears	April and May

Bananas	All the year round
Bilberries	July to September
Blackberries	Mid-August to October
Cherries	Mid-June to end of July
Crab Apples	July and August
Currants.	
Black	Late June to August
Red	Late June to August
White	July and August
Damsons	August and September
Figs	May to September
Gooseberries	May to July
Granadillas	January to June
Grapes	All the year round
Grapefruit	All the year round
Greengages	August
Limes	April to October
Litchies	January and February
(Lychees)	February
Loganberries	Mid-July to August
Mangoes	February and March
Medlars	September
Melons	February to early May
Nectarines:	
Home	May to October
Empire	January to March
Oranges	All the year round
Peaches	May to November
Pears	All the year round
Pineapples	All the year round
Plums	
Home	July to October
Empire	September to November
Pomegranates	March to May
Quinces	April and May
Raspberries	Early July to early August
Rhubarb	December to July

Sloes	September and October
Strawberries:	
Hothouse	April to June
Outdoor	June and July

Furniture, to clean.—*Dull-finished*—Clean a small piece at a time with lukewarm soapy water applied on a cloth. Dry, and polish with furniture polish on a flannel

French polished—Clean with a soft duster only, and a little water to remove spots

Lacquered—Sponge with a very little warm soapy water. Rub over with oil to prevent cracking

Oil-finished—Wipe with a soft duster, then wash with a cloth wrung out of 1 quart of water containing 1 tablespoon of turpentine and 3 of linseed oil

Painted—Wash with a piece of cheese-cloth dipped in warm, soapy water, then rub with whiting on a damp cloth, rinse and dry, then polish with a chamois

Polished—Use a good furniture polish on a soft cloth, and rub off ¹

Upholstered.—Remove all dust with a cloth and vacuum cleaner. Rub hot bran well into the soiled parts till clean, then brush it off and sponge with water or petrol ²

Waxed—Clean like oil-finished furniture, but polish afterwards with velvet or a chamois leather

To renovate.—*Dents in*. Fold a piece of brown paper or cloth

¹ See FURNITURE POLISH, TO MART.

² See also LEATHER, TO RENOVATE

5 or 6 times, and saturate it well in hot water. Place it on the dented part, and press it with a hot iron till all the moisture has evaporated.

Finger marks—These can be prevented from appearing on tables, sideboards, etc., if the surfaces are wiped over with a very little olive oil and methylated spirits, mixed in equal quantities. This mixture will also remove stains.

Mould—Stir 1 teaspoon of ammonia into $\frac{1}{2}$ pint of boiling water. Sponge off the mould, wipe it dry, then polish.

Scratches—These can be removed by leaving a cloth soaked in linseed oil over the scratched part for an hour or so, then at once rubbing the place well with furniture polish.

Worms.—Apply paraffin to the parts affected daily for 10 days.

Furniture Polish, to make.—Put 1 pint of turpentine into a quart bottle. Shred $\frac{1}{2}$ oz. of Castile soap and 1 oz. of beeswax and add them to the turpentine. Cork, and stand for 24 hours, then shake well. Stand for another 24 hours, shake again, and fill up with water. The polish should be ready to use next day. Shake well before use.

Emergency polish.—Mix together 1 tablespoon each of turpentine and vinegar and 2 tablespoons of olive oil, and shake well.

Furs, to clean.—Long-haired.—Shake and brush the furs or fur trimmings out of doors, and beat them lightly with a cane. Then

rub in a little silver sand which you have warmed in the oven, and afterwards shake this out thoroughly. Comb out foxes and other long-haired collars occasionally with a fine comb.

Short-haired—Moleskin and seal coney will become clean and glossy if rubbed with a silk handkerchief on which you have sprinkled eau-de-Cologne. Always shake furs very well when they are wet.

Game, in season.—Though the different kinds of game are actually in season for the periods shown below, they are usually best and cheapest about the middle of these periods.

Blackcock	August-November
Capercailzie	August-December
Duck (wild)	August-March
Grouse	August-December
Hare	September-March
Partridge	September-February
Pheasant	October-February
Plumage	September-April
Quail	September-February
Rabbit	September-March
Snipe and Teal	October-February
Venison	May-January
Widgeon	October-February
Woodcock	August-March

Imported game, such as hazel hens, partridges and pheasants, etc., can be obtained when British game birds are out of season, and should be cooked and served in the same way as British birds.

To choose.—Rabbits and hares should be very fresh, with thin soft ears, soft claws and rigid

body. Choose game birds with very short spurs. All wild duck and waterfowl should be freshly shot, other game birds should be well hung.

Gas, to save.—1. Don't put on more water than you need when boiling a kettle or pan on a gas ring.

2. Don't leave the gas on to save re-lighting, it will cost you more in the end.

3. Use a waterless cooker, in which a whole meal can be cooked at once.

4. See that all utensils are clean and free from any deposits, both inside and out.

5. Try to arrange to make full use of the oven when you have it on. Cook a baked pudding for the next day or something for supper if you have any space.

6. Turn out each burner the moment you have finished using the gas.

7. Turn the gas off before removing the saucepan or kettle.

8. Use the big burner only when you want intense heat, make more use of the summering burner.

9. Don't forget that a gas oven usually retains its heat from 8-10 minutes after the gas has been turned off, so that many foods can finish cooking without any expenditure of fuel.

10. Always reduce the heat when the contents of a kettle or saucepan boil. Once the liquid has reached boiling point, it requires little heat to keep it at that temperature.

11. Buy a gas radiator, which

enables you to boil two kettles or saucepans on one gas-ring.

Gas Fire, discoloured.—A gas fire that is stained with smoke should be sprinkled liberally with salt when it is cold. When the gas is lit it will burn the salt away, and leave the fire quite clean.

Gas Mantle, to make last.—A new gas mantle soaked in vinegar for five minutes, dried and burnt off, will last twice the usual time.

Gas Oven, to clean.—Grease splashed and food spilt in an oven should be wiped off with newspaper before the oven is cold. The racks and shelves can afterwards be boiled or washed with boiling water and plenty of washing soda. They should then be replaced and dried by lighting the oven for a few minutes. Occasionally the burners themselves should be cleaned out with a piece of wire. Most gas stoves have movable sections in the hot plate, which can all be lifted off and cleaned in the same way.

Gilt Frames, to clean.—Remove dust from frames, then brush with vinegar and water, allowing 1 gill of vinegar to 1 pint of water. Keep changing the liquid as it gets dirty.

Glass, to clean.—Bottles and decanters—Use a teaspoon of scouring powder and a little warm water, or a tablespoon of tea-leaves and a tablespoon of vinegar with warm water. Shake the bottle up and down till all particles of stain have been removed. If the bottle or de-

canter is badly stained, leave the mixture in it for 3 or 4 hours, then shake and rinse

To remove odours—Half-fill the vessel with cold water. Add 1 tablespoon of dry mustard. Shake well, and stand for $\frac{1}{2}$ hour, then rinse

Mirrors and windows.—1. Dust, and rub with a chamois leather wrung out of borax and water. Dry quickly with the same leather wrung out of cold water.

2 Wash them with newspapers crumpled and thrown into a basin of cold water to which a little ammonia and washing blue has been added. Wipe with dry newspapers or a chamois leather.

3. Apply a thin paste made with whiting, a squeeze of laundry blue and methylated spirits. Polish off when dry

4. Mirrors and picture-frame glass can be cleaned easily with a rag dipped in methylated spirit. Polish afterwards with a soft duster.

To remove paint from glass—Scrape the paint carefully off with a blunt knife, then rub with a chamois leather dipped in turpentine and linseed oil mixed. Wash afterwards with soapy water, and dry and polish.

Table glass.—To get a good shine, add 1 tablespoon of borax to each gallon of hot water used for washing glass, and if the water is very hard, add a little borax to the rinsing water. Hot soapy water will also produce a good shine on glass, which should always be dried with a clean cloth when hot.

Glass Stoppers, to remove—1. Pour a little glycerine or olive oil round the neck of the stopper, and leave it until the stopper comes out easily

2. Dip the neck of the bottle into fairly hot water, then try to remove the stopper.

3 Wind a short piece of thread round the neck just below the top. Take one end in each hand while some one else holds the bottle. Draw the thread very quickly backwards and forwards for a moment, and you will find that the bottle neck is quite hot and the stopper comes out easily.

Gloves, to clean.—To clean light suède or kid gloves, drop them into a basin containing petrol, and wash them well. Hang on a line out of the sun and let the wind dry them. Another method is to mix a little oatmeal and benzine to a paste. Rub this on the gloves until it is quite dry and the oatmeal falls off in flakes¹

Hairbrushes, to clean.—Wash the bristles in a basin of warm water to which a teaspoon of ammonia has been added. Rinse in clear water, and stand them on their sides by an open window to dry.

Ebony brushes.—Rub a little vaseline into the wood, and wash in warm, soapy water.

Handbags, to clean.—Clean box calf and suède bags by brushing with powdered pumice or, even better, rubbing very gently with a small emery board. Afterwards polish a box calf bag

¹ See also CHAMOIS LEATHER, TO WASH, page 7.

with colourless shoe cream Rub the cream off thoroughly with a soft cloth Otherwise the cream will stain your gloves

Hats, to clean.—Leghorn.—Brush the hat with a paste made of a teaspoonful of sulphur powder mixed with the juice of a lemon Apply it with a toothbrush and when the hat is clean, remove the paste with plenty of cold water Dry the hat outdoors in the shade, and then brush with a beaten egg white

White Felt.—To clean a white felt hat, apply a paste of powdered calcined magnesia and water When the paste has dried on the hat, brush it off with a clean brush.

White Straw.—To clean a white straw hat, first brush all the dirt out, then apply salts of lemon Dry the hat in the shade.

Heat Marks.—On tables.—Rub a white heat-mark lightly with a soft cloth sprinkled with a little methylated spirit The mark will gradually fade away.

On japanned trays.—Rub the tray well with sweet oil till all the marks disappear, then polish the tray with dry flour and a soft cloth.

Ironing.—See LAUNDRY, IRONING

Irons, rust on.—Tie a piece of beeswax in a piece of muslin Heat the iron, and rub the rusty surface alternately with the muslin and a cloth sprinkled with salt¹

To prevent —Melt $\frac{1}{2}$ lb of lard and add to it $\frac{1}{4}$ oz. of powdered camphor and enough

¹ See also STAINS, TO REMOVE

blacklead to colour it Coat iron grates, scrapers, etc., with this mixture, and rub it off lightly after 24 hours

Ivory, to clean.—Ivory ornaments.—If these are yellow with age, they can be cleaned with a paste made of whiting and lemon juice, left on till dry, then brushed off Sunlight helps to keep ivory white

Knife handles —Rub with half a lemon dipped in salt, then wash in warm water and dry If they are stained, mix a little Spanish whiting to a paste with lemon juice, rub it over the stain, and leave for $\frac{1}{2}$ hour. Then wash off and polish with furniture polish

Piano keys.—Rub gently with a rag dipped in methylated spirits, then with a dry cloth

Jewellery, to clean—Apply camphorated chalk with an old soft toothbrush to any jewellery or trinkets Brush the chalk off again, and polish with a piece of velvet

Kettle, fur in.—Fill the kettle with cold water, add a little sal ammoniac, and boil All the foreign matter collected round the sides will soon dissolve. Rinse the kettle well before using.

Kitchen, to clean—Reserve one morning each week for turning out the kitchen and scullery Polish any equipment that requires it, wash out the refrigerator, give the cooker a special clean, polish the floors and woodwork, clean the windows, and disinfect the sink, drains and dustbin

To equip.—First install your cooker, ice-box or refrigerator, kitchen cabinet, work-table and any other large equipment, then see what room you have for utensils

KITCHEN UTENSILS

- 1 kettle
- 2 frying-pans
- 1 set of saucepans
- 1 set of stewpans
- 1 double boiler
- 1 egg beater
- 1 lemon squeezer
- 1 grater
- 1 tin-opener
- 1 measuring cup
- Weights and scales
- 1 set of measuring spoons
- 1 pointed strainer
- 1 meat chopper
- 1 set of storage tins or jars
- 1 set of baking tins
- 1 vegetable brush
- 1 chopping board
- 1 pastry board, brush and rolling pin
- 1 bread crock
- 1 quart measure
- 1 set of pie-dishes
- 1 set of pudding basins
- 1 set of fireproof ovenware
- 1 set of milk jugs
- 1 set of mixing bowls
- 1 set of wooden spoons
- 1 vegetable knife
- 1 chopping knife
- 1 cooking spatula
- 1 colander
- Knives, forks and metal spoons
- 2 cake tins and patty-pans
- Meat and milk covers (if you have no refrigerator)

Knives, to store.—Rub the

blades with mutton fat or vaseline, and roll them up in brown paper. This will prevent them rusting

To remove rust.—Stick rusty knives into the garden soil. Leave them there for an hour, then rub with a damp cloth dipped in ashes. Lastly, clean in the usual way

Labour-Saving Ideas.—When working single-handed.—1. Have the early morning tea-tray ready upstairs the night before with the electric kettle ready to switch on

2. Keep a mop and bucket to sluice down front steps and verandah so that they hardly ever need scrubbing

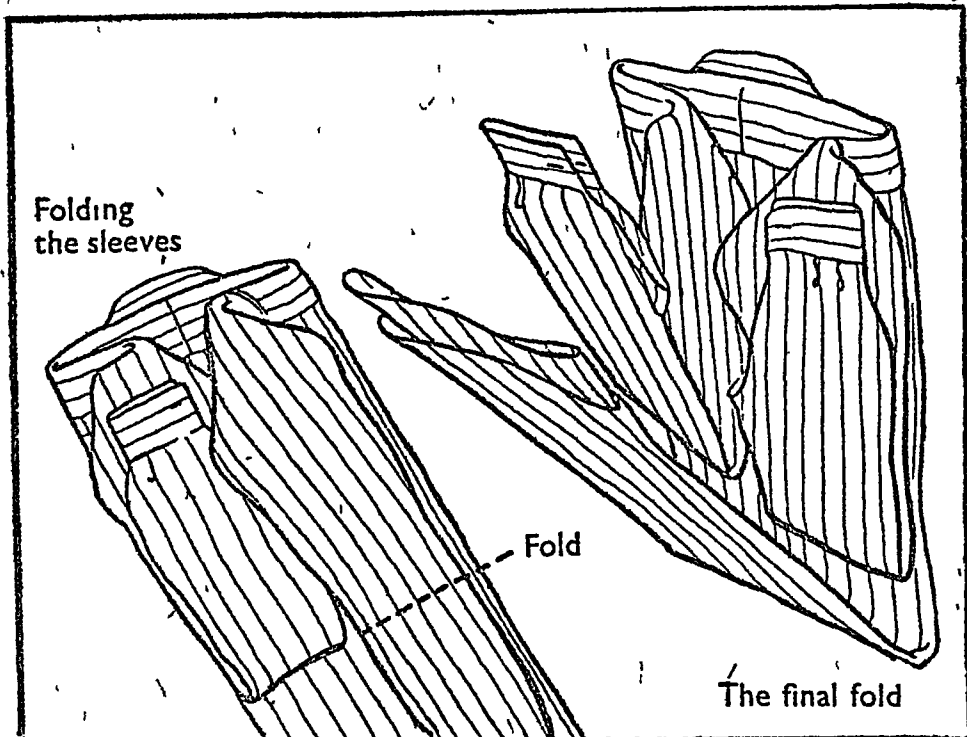
3. Use an electric vacuum cleaner wherever possible. If you haven't one, use a carpet sweeper, and let the dust settle before dusting

4. Instead of dusting silver and brass ornaments, rub them each day with a chamois and they will not need polishing.

5. Serve breakfast in the kitchen if there is room. Use a dinner wagon as much as possible for setting and serving meals

DEVICES TO SAVE TIME

1. A tea-trolley with removable trays.
2. A waterless cooker; a high-pressure cooker; self-basting baking tins.
3. Fireproof ware, to save extra washing-up.
4. A serving hatch.
5. A table cooker to cook meals in the room, or a warming plate (electric



2 To fold a shirt—First, turn sleeves and fold them at the back as shown. Then turn in a few inches each side of the tail to make a straight line from shoulder to hem. Fold the sleeves in half, as shown in the left-hand drawing, then fold the whole shirt in half with the sleeves inside the fold.

or spirit) to keep dishes hot

6. An electric refrigerator.

Lacquerware, to clean.—See FURNITURE, TO CLEAN.

Lamps, to prevent smoking.—To prevent a lamp or oil-stove from smoking, soak the wick in strong vinegar and dry it well before use.

To clean the chimneys.—Rub the glass with a few drops of paraffin on a wet rag.

Laundry, at home—To soak. Soak cotton and linen articles in lukewarm soapy water, or in cold water with borax—2 table-spoons to the gallon. Soak hand-

kerchiefs separately. Do not soak coloured, or woollen articles.

To wash.—Wring out the clothes from the soaking water. Wash with plenty of hot soapy water made with shredded washing soap, soap flakes or jelly. Use two lots if necessary. Rub dirty clothes gently on a wash-board with your hand or a nailbrush. Do not rub silks, rayons, and woollens. Use only mild soap for them, and do not put them in very hot water.

To rinse.—Soften hard rinsing water with borax. Repeat warm rinses till the water is clear, and add a little blue to the last water, for white cottons and linens.

To dry.—Dry out of doors when possible, but do not put silks and woollens in the sun or too near the fire. Hang white cottons and linens in the sun to bleach. Dry coloured articles in the shade, inside out.

To starch.—The heavier and wetter the material, the more starch you need, and if you wring with a wringer you need thicker starch than if you work by hand. Starch articles inside out, using hot starch for white things and cold tinted starch for coloured ones. Use blue to tint blue, cochineal for pink, coffee or tea for brown, and a vegetable dye for green.

To mix starch.—Make a smooth paste with starch and cold water, using a wooden spoon, then add boiling water till the starch is clear.

To mangle.—Leave clothes till quite dry, then sprinkle them evenly. Fold and roll up, and leave them for an hour before mangling or ironing. Pull garments into shape and put them evenly between the rollers, protecting any buttons.

To iron.—The iron should be hot enough to splutter when touched with a wet finger, and you should iron as quickly as possible, continuing till the material is dry. To iron a garment, first go over all parts that hang off the board, then iron the centre. To bring out a pattern or monogram, iron on the wrong side over a thick pad.

Have a very hot iron for starched articles, and a moderate one for silks and woollens. Press

damp knitted goods between Turkish towels.

To air.—If you have no heated linen cupboard, hang straight folded articles on a clothes horse, and garments with sleeves on hangers to air in the sun or near the fire.

Leather, to renovate.—Treat leather chairs and any other polished leather articles with the following preparation.—Boil $\frac{1}{2}$ pint of linseed oil for one minute, stand till it is nearly cold, then add $\frac{1}{2}$ pint of vinegar and stir till it is thoroughly mixed. Pour a little on a flannel and rub it well into the leather. Turn the flannel as it gets dirty, then rub with soft dusters till the polish is restored.

To remove grease spots.—Dab the spots with spirits of sal ammoniac. Leave them for a short time, then wash them with clear water. Repeat if necessary.

Leaves, to preserve.—Stand autumn leaves in a jar with half an inch or so of water and glycerine, in equal parts, until the stems have absorbed all the moisture. Then arrange the leaves in a dry vase and they will keep their colour.

Lemons, to keep fresh.—Place the lemons in a jar of cold water. Change water every day.

Linen, to buy.—Bed linen.—You will require two pairs of sheets for each bed, including spare beds. Allow 3 pillow-cases for each person in the household. The envelope type, without buttons, is the most sensible.

Towels.—*Face towels.*—These can be of fine Huckaback or

diaper linen, and you will need about 3 for each person and a few in reserve. Face towels can easily be made at home, with 24-inch or 27-inch material. A few small embroidered guest towels are a useful addition.

Bath towels.—These should be of fairly heavy Turkish towelling. The thinnest and cheapest qualities are not economical. It is not necessary to get the largest size, as these are more difficult to wash and keep aired.

You will not need quite so many bath towels as face towels, but you may like to have two or three bath sheets—white or in colours to match your bathroom. Allow 3 bath mats for each bathroom.

Lavatory and roller towels.—These can be made at home with Huckaback or Turkish towelling, 18 inches wide.

Table Linen.—Allow about 3 Irish linen table napkins for each member of the family, or more according to your entertaining. Table mats and tablecloths are a matter of choice, as well as fancy teacloths and tea-napkins, and one can hardly have too great a variety. Breakfast and kitchen tablecloths, with coloured stripes or borders, are inexpensive and decorative. You will probably also need two or three damask tablecloths or embroidered supper cloths for parties.

Kitchen Linen.—Drying-up cloths should be of heavy quality linen to stand hard wear.

To remove stains from linen. *Javelle water* is useful for removing stains from linen, and it

can be made easily and quickly at home. Take the following ingredients:—

Washing soda	2 lb.
Chloride of lime	$\frac{1}{2}$ lb.
Cold water	$\frac{1}{2}$ gallon

Bring to the boil, and boil for 10 minutes. Cool, bottle and cork tightly.

To use Javelle water.—Pour a little of the liquid in a basin. Wet the stained linen with clean water, then place the stained part in javelle water, when the stain should disappear at once. Rinse well immediately in cold water.

To whiten linen.—Soak the linen for 12 hours in strong soda water, made by dissolving 1 lb. of baking soda in 1 gallon of boiling rain-water, then turn the linen and soda water into a large pan and boil for $\frac{1}{2}$ hour. Next wring out the linen and soak it in a solution of chloride of lime—1 tablespoon to the quart—with a few drops of vinegar added. When the linen is whitened, rinse it in water to which you have added a little ammonia, then in clear water.

A simple method.—After boiling, allow the linen to cool without rinsing, then bleach it on the grass for several hours, damping it occasionally.

To wash linen.—See LAUNDRY. **Linoleum, to lay.**—Before laying linoleum, leave it in a room with a fairly warm temperature, or in a room that has the sun on it all day, so that the warmth can penetrate to the centre of the

roll. There is then less risk of the floorcloth cracking during the process of laying. Place the linoleum in position, and cut to fit, but do not tack it until several days have elapsed. This allows the linoleum to "tread out," and so prevents unsightly bulges.

To polish.—To remove dirt and grease, wash with a little paraffin added to the warm water. Wipe dry, then polish with a cloth moistened with paraffin or furniture polish. Rub any white spots with a rag dipped in camphor. To protect the surface of linoleum from wear, keep it varnished or oiled with linseed oil.

Mackintosh, to renovate.—Boil $\frac{1}{2}$ pint of linseed oil for a minute or two and add to it 20 drops of trebene. Apply the mixture, while hot, to the outside of the mackintosh with a brush. Leave it for a couple of days, then treat the inside by washing it over with a rubber solution (such as is used for mending bicycle tyres) reduced to a cream with methylated spirits. After two days the coat will be ready to wear.

Marble, to clean.—Rub marble with a rag moistened with vinegar and dipped in salt. Wash, dry and polish with furniture cream. If the marble is very dirty, spread on a paste made with whiting and strong soda water, and leave it for 24 hours, then wash it off and polish with furniture cream. Stains can be removed with salt moistened with lemon juice, if this is left on for $\frac{1}{2}$ hour, then washed off.

Mats that Slip.—See RUGS, TO KEEP IN PLACE.

Meat, to buy.—When you are shopping for meat, remember that beef is most nourishing, mutton most digestible, and that all cheap cuts of meat can be made nourishing by slow cooking in a tightly closed casserole. Here are the points to watch when choosing different kinds of meat.

Beef.—Lean should be intermixed with fat, so that beef looks mottled. Flesh should be firm, the lean bright red, and fat and suet both white.

Ham.—Should be short and plump, and not too fat, but fine in the bone. To test the ham, run a skewer into the thick part, close to the bone in the middle. Remove skewer, and if it smells very strong, or is very fatty, choose another ham. If you are buying cut ham and notice that the white is streaked with yellow or is discoloured, have nothing to do with it. The fat should be white.

Lamb.—Flesh should be fine and firm and light-pink in colour, and the bones pink, or slightly streaked with red, and the fat pearly-white. Spring lamb is best.

Mutton.—Should be deeper red than lamb, with firm, flaky fat of a waxen colour. The bones should be white, or very slightly pink.

Pork.—Should be pink in colour with finely grained tissues, firm white fat, fine small bones, and smooth, thin rind. Have nothing to do with clammy or flabby pork.

HOME RENOVATIONS



(Above) Treat dents in furniture by pressing with a hot iron with several thicknesses of cloth between (Below) Fur gloves can be cleaned by rubbing in powdered magnesia with the finger-tips

Veal.—Fat round the kidneys should be firm and white, and the flesh should be firm. Have nothing to do with veal that is flabby or spotted, or if the fat is soft. The fresher veal is, the better.

MEAT IN SEASON

All the year round—English and Scotch beef

January—Argentine chilled beef, English and Scotch lamb, New Zealand lamb, English and Scotch mutton, New Zealand mutton, English pork, English veal.

February—Argentine chilled beef, English and Scotch lamb, English and Scotch mutton, New Zealand mutton, English pork, English veal.

March—Argentine chilled beef, Devonshire, Somerset and Scotch lamb, English and Scotch mutton, New Zealand mutton, English pork, English veal

April—Devonshire, Somerset and Scotch lamb, English and Scotch mutton, New Zealand mutton, English pork, English veal

May-August—Devonshire, Somerset and Scotch lamb, New Zealand lamb, English and Scotch mutton, New Zealand mutton, English veal.

September-December—English and Scotch lamb, New Zealand lamb, English and Scotch mutton, New Zealand mutton, English veal

Meters, position of.—Gas and electric meters should be installed where they will be least noticed, but where they can easily be read when necessary. One of the best

ways to conceal them is to build a cupboard over them. They should be placed, when possible, at elbow level, somewhere in the kitchen premises

Mirrors, to clean.—See GLASS, TO CLEAN.

Moving in.—Simplify your move to a new house or flat by seeing that the following arrangements are all completed the day before:

1. The electric light must be in working order, and electric fires installed

2. The gas must be turned on by the gas company if used

3. The water must be connected and turned on. The water company should be asked to do this some days before

4. Have the chimneys swept in an old house if the last occupier has not done this before leaving—as he should have done

5. Scrub the floors before laying down carpets, etc., and protect the carpets with paper.

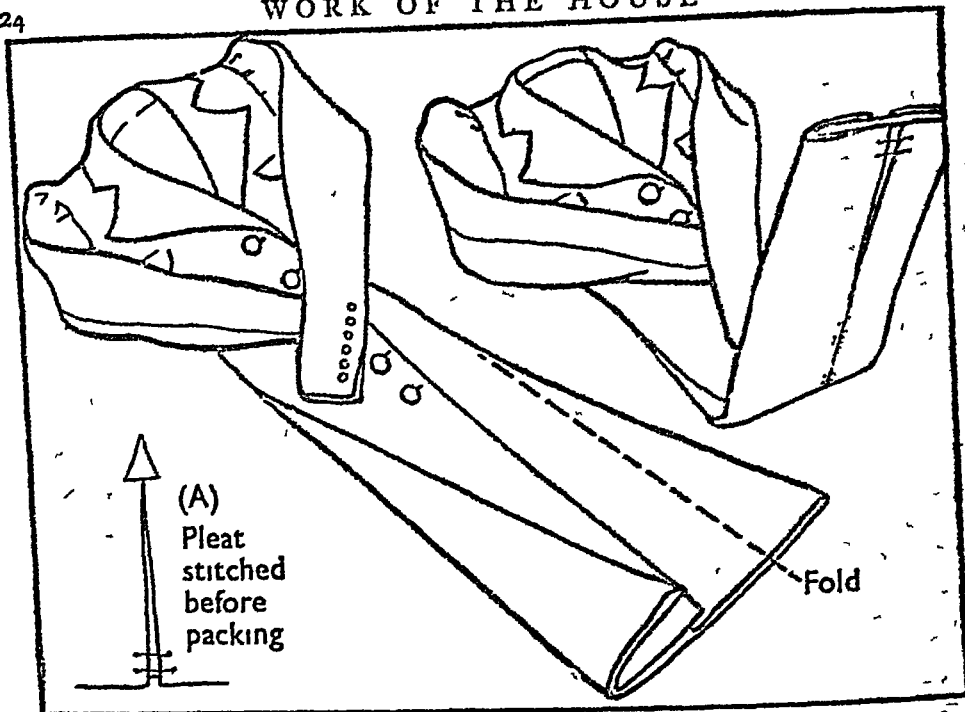
6. Hang the curtains

7. See that coal and coke have been delivered, and fires lighted if the weather is cold or the house new and damp. Be sure that the house is thoroughly dry and aired before occupying it.

Nickel, to polish—Wash, with soapy water, then polish with whiting mixed to a paste with methylated spirits. Nickel should not be polished too often. A daily rub with a damp cloth, finishing with a soft dry cloth, is usually all that is necessary

Oak, to polish—See FURNITURE, TO CLEAN, and WOODWORK, TO CLEAN

Oilcloth, to brighten.—After



3 When packing a coat, first stitch down pleats, then fold in the sides of the skirt to get a straight line lengthways before folding in half. A piece of tissue paper should be laid down the front of the coat before making the fold.

washing oilcloth, it can be brightened by sponging over with a mixture of glue and water—1 oz. of glue to $\frac{1}{2}$ – $\frac{3}{4}$ pint of warm water. Leave this on to dry. It helps to preserve the oilcloth, which need not be washed again for some time.

Onion Smell, to remove from hands.—A little mustard rubbed on to the hands after peeling onions will remove the odour.

Oxidized Metals, to clean.—A little plate powder, applied on a damp cloth, will remove tarnish from oxidized silver.

Packing.—When you are packing to move to a new house, attend to the following points—

1 Pack linen and blankets yourself, in a box by themselves

2. Either pack your books in cases, or see that the cases in which they are packed are well lined to prevent damage.

3 Group your small equipment ready for the men to pack. Don't leave it for them to pack as they please.

4 See that all your table equipment, silver, etc., is in its own cases, and that all cases are complete.

Clothes.—1. If you have an ordinary trunk or case, and not one of the convenient "wardrobe" types, put books, shoes and other heavy articles at the bottom.

2 See that breakables such as mirrors, bottles, etc., are well sandwiched in between soft goods, such as lingerie.

3. Keep the contents of the trunk as flat and even as possible all the way up, and pack very tightly.

4. Roll rayons instead of folding them, and they will not crease so readily.

5. Pack all frocks and delicate underwear at the top, with plenty of tissue-paper between each, and if materials such as velvet have to be folded, put a soft wad of paper inside the fold to prevent deep creases.

6. You will be less likely to forget anything if you collect all your things together before beginning to pack, and if you do the most of your packing the day *before* you go away.

Paintwork, to clean.—Coloured.—Wipe with a damp cloth, then with a chamois. When the paint is dry, rub in a little wax furniture polish thinned with turpentine, and polish with a soft silk rag.

Enamelled.—Dissolve 1 tablespoon of borax in a few tablespoons of hot water, then stir this into 1 quart of tepid water. Add a spoonful of soap flakes, and wash the paintwork up and down with a chamois leather, a little at a time, being careful not to leave the surface streaky. Enamelled woodwork can be rubbed up with a little furniture cream after cleaning.

Varnished.—Paintwork that has been varnished should be cleaned with hot borax and water, 2 tablespoons to the quart, without soap flakes. After drying, rub with a little linseed oil.

White.—Sponge with water

and wipe dry with a chamois leather. If the paint is greasy, add a little pure Castile soap, and wash and dry a small portion at a time. Painted mouldings and crevices can be cleaned with a small paint brush and soapy water, then rinsed and dried.

Papier Mâché, to clean.—Wash papier mâché articles now and again in warm water, and when quite dry rub them over with sweet oil. If a high polish is desired, a good wax polish may be applied with a soft clean cloth. Rub well in, and then polish.

Pepper Pots, to prevent clogging.—Place a dried pea in each pepper pot and it will prevent the holes in the lid from becoming clogged.

Pests, to get rid of.—Ants.—Explore until you find the nest, then destroy it with paraffin or petrol. If you can't find the nest, but discover that the ants come into the house through a crack in the wall or floor, plug the crack with a piece of cotton-wool soaked in paraffin. Then, if you keep your food, particularly fats and sugars, in containers with tightly fitting lids, and see that any crumbs and small quantities of fat or sweet food spilt on the shelves, are removed at once, you won't be troubled further.

Carpet beetles.—Take up your carpet or carpets. Clean them out of doors when possible, then spray them with petrol or benzine. Leave them to dry in the sun after spraying, while the floors which they covered are being scrubbed with soapy water. Spray any cracks and crevices

with paraffin, then fill up the cracks with liquid wood and let it set before laying down the carpet.

Cockroaches.—Sprinkle the place where the cockroaches are found with pyrethrum powder or sodium fluoride. Keep on sprinkling daily until they are exterminated, and don't leave any food uncovered.

Flies.—Dip a sponge in boiling water. Put it in a saucer, and pour on it half a teaspoonful of oil of lavender. This gives off a delicious perfume which, for some reason, is not at all agreeable to flies. Moisten the sponge with boiling water about twice a day, and with oil not more than once a week.

Moths.—There is no end to the number of remedies you can buy for exterminating moths. Moth bane sprinkled on your furs, woollens, etc., will soon rid you of the pest. 1 lb of naphthalene in the form of balls or flakes, to an average-sized trunk or chest (when used fresh), will not only protect fur and woollen articles but will rid infested articles of moths. If a clothes cupboard shows signs of being a moth haunt, fumigate it or spray it as suggested for carpet beetles.

To prevent moths becoming a plague in the house, all furs, woollen garments and materials should be thoroughly cleaned, brushed and aired in the sun before they are stored away, so as to dislodge any moth eggs or larvae. Then seal the articles in moth-proof bags.¹

Should moths get into a piano,

¹ See CARPETS.

make a mixture with 7 parts benzoline, 1 part turpentine and a few drops of oil of lavender. Squirt this inside the piano with a scent spray or small syringe.

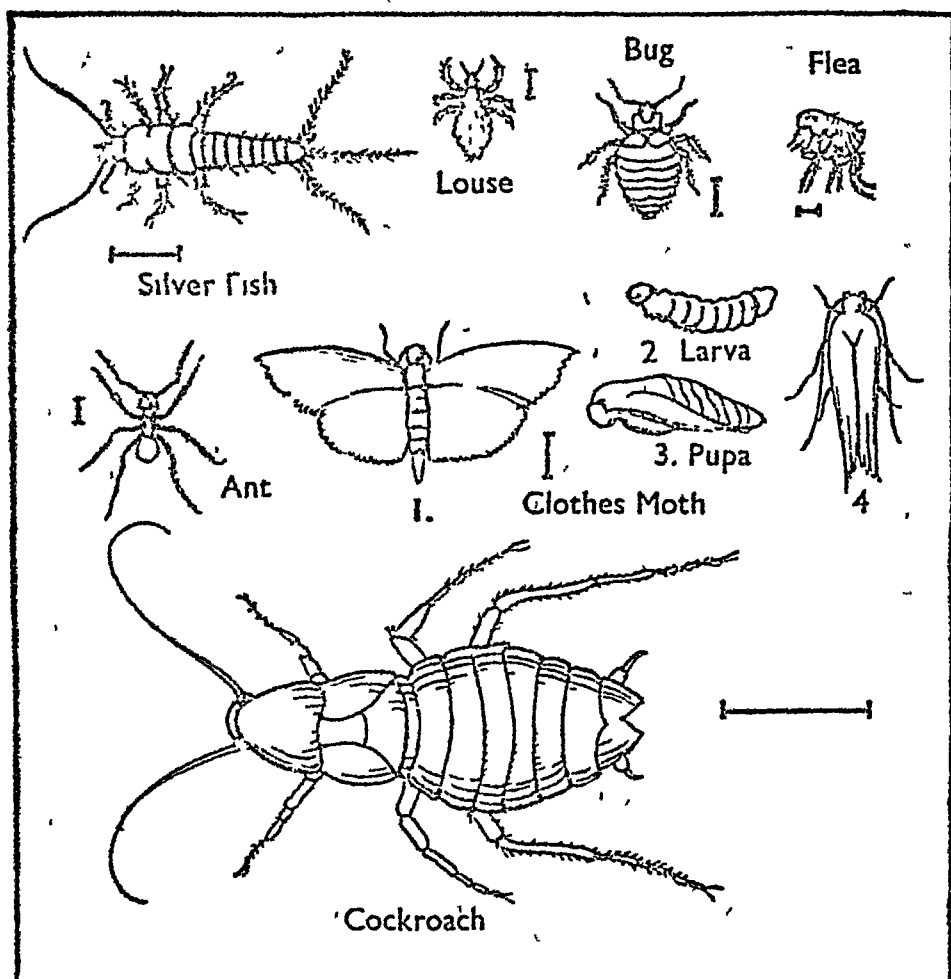
Silver fish.—Use pyrethrum, sold by any seed establishment, and follow the directions given on the packet or tin.

Rats and Mice.—It is always better to try and trap these vermin than to poison them. Poisons are dangerous to other livestock, and also the animals, when poisoned, die in the walls or in the foundations of a house, and it is not healthy to have corpses of vermin about so near your living-room. An excellent way to stop up holes is to insert in them corks dipped in turpentine.

Pewter, to clean.—Never use metal polish for cleaning pewter, as the surface scratches very easily. Wash the vessels with warm water and soap, and use a very soft nailbrush if dirt has collected in any crevices. After drying it well, polish the pewter with a piece of velvet. If a bright polish is desired (as for modern pewter), a little powdered whiting can be used on a damp cloth before finishing off with the velvet.

If the pewter is old and encrusted, rub on a little of the following mixture, and then polish with a soft cloth dipped in powdered whiting:—Mix together 1 oz each of rottenstone, ammonia and soft soap, and form it into a paste with boiling water.

Piano Keys, to clean.—See IVORY, TO CLEAN.



4. Some of the common household pests will readily be recognised from these drawings. They are drawn in proportion and the actual size of each is shown by the scale mark beside it. Moths can be discouraged from laying eggs in carpets by covering the felt with a layer of newspaper.

Pillows, to wash.—Empty out the down or feathers from the ticking-case into a bag made of butter muslin, a little larger than the ticking-case. Sew the muslin bag up lightly and put it into a tub of warm, soapy water. Squeeze the bag and contents well under water. Use two or three waters if necessary, until no more dirt comes from the

feathers, then rinse thoroughly in warm water. Squeeze out as much water as possible, and hang the bag up to dry in an airy position.

Plate Powder, to make—Mix 8 ozs of powdered whiting with 3 ozs of jeweller's rouge. Moisten with methylated spirits when required.

Polishing Cloth, to make.—A

polishing cloth similar to those sold for rubbing up silver and brass can easily be made at home. First mix together the following ingredients —

Jeweller's rouge	1 level table-spoon
Powdered Castile soap	2 level table-spoons
Hot water	10 table-spoons

This quantity is sufficient for about a dozen small cloths. Cut out squares of soft woollen material such as thin flannel, and soak them well in the mixture, then hang them out to dry. Rub the cloths well together to make them soft.

Potato Water, uses for.—

Dresses, carpets, rugs and all sorts of woollen garments can be cleaned with potato water without injury to their colour. Put a pint of water in a basin, and grate into it two new potatoes. Strain through a sieve, allowing the liquid to run into another bowl containing another pint of water. Let this settle, then strain off the clear part into a bottle for future use. Dip a sponge into the liquid, and rub the soiled garments carefully, afterwards washing them with clear, cold water.

Poultry, to choose — Chickens.

The end of the breastbone is soft in young birds. Young hens have smooth comb and legs, and generally have spent eggs, and should be avoided. When laying the feet are set and eyes clear. Choose a fresh and lively for the table. Avoid black and

yellow legs should only be roasted.

Ducks and Geese.—Choose with yellow bills and feet. The feet are soft when fresh.

Pigeons—Choose with small, pink legs. Birds with large, dark legs are no use for roasting but will do for casseroles. The breast should be plump.

Turkeys—For roasting these should have short spurs and smooth, black legs, plump breasts and white flesh. When fresh, the feet are supple. Choose a medium-sized bird, from 10 to 12 lbs.

POULTRY IN SEASON

All the year round.—Chickens, fowls, guineafowl

January—Capon, ducks, geese, pigeons, pullets and turkeys

February—Capon, ducklings, ducks, green geese, pigeons and turkeys

March—Capon, ducks, green geese, pigeons and turkeys

April—Ducklings, green geese, pigeons, turkey poult and pullets

May, June—Ducklings, green geese, pullets and turkey poult.

July.—Ducks, green geese, goslings, pigeons, pullets and turkey poult

August—Ducks, green geese, plovers, pullets and turkey poult.

September.—Ducks, geese, pigeons pullets and turkey poult

October, November—Same as September, except that turkeys are now in

December—Capon, ducks, geese pullets and turkeys
Refrigerator, to use.—1. Keep

scrupulously clean not only the interior but the ice containers and racks.

2 Keep milk, butter and cream away from strong-smelling foods and cover them over. Also cover the strong-smelling foods.

3 Do not put anything hot into the refrigerator unless there are no foods in it that might become contaminated with the flavour of the hot dish.

4 Attend to the control of temperature.

5. Save all small pots and jars with lids for storing small quantities of left-over food in the refrigerator.

Refuse, disposal of.—Always burn as much refuse as possible, in a stove or out of doors, to prevent scraps of food from attracting flies and vermin, and also to prevent decomposition in the dustbin, and consequent bad odours. Tea-leaves and coffee grounds can be used with coal dust to bank down a living-room fire.

Always empty the sink basket when the washing-up is finished, and see that there is nothing left about to attract flies in hot weather.

Decayed vegetable matter in a small garden can be destroyed by pouring over it 2 quarts of water in which 1 lb. of chloride of lime has been dissolved.

Rugs, to keep in place—Rugs will not slip on a polished floor if a small piece of rubber is sewn on to the underside at each corner. Part of a worn rubber mat can be used for this, or a piece of an old motor tube or

hot-water bottle will do perfectly.

To keep flat edges.—Take a piece of straight, boned petersham, from 2 to 3 inches in width. Cut two pieces long enough to go across the ends of the rug, and sew them on to it on its wrong side. The edge of the petersham should be placed to the edge of the rug and oversewn, taking care to turn it in at both ends to make it tidy, and to sew it down along its other side. This will prevent the ends of the rug from curling up.

Sanitation.—See DRAIN

Satin, black, to renew.—Sponge the satin on the right side with potato water, and wipe it lightly with a cloth. Iron on the wrong side.

Saucepans, burnt, to clean—A burnt enamelled saucepan should be filled with cold water to which plenty of soda has been added. Let it stand for an hour or so, then heat the water slowly and allow it to simmer for a few minutes. The burnt particles will then come off quite easily.

Aluminium saucepans—These should never be cleaned with washing soda. Whiting and water— $\frac{1}{4}$ lb. to the pint—will remove burns and stains.¹

Serge Skirt, to clean.—Lay the skirt on a table and brush it from waist to hem with a nail-brush dipped in very hot water, or in cold water in which a handful of ivy has been soaked overnight. Go over every inch, and change the water as soon as it is dirty or cold. Hang the skirt up

¹ See also ALUMINIUM, TO CLEAN

in the air until it is almost dry, then iron it on the wrong side until it is quite dry.

Shoe Polish, to soften.—Pound caked shoe polish hard with a knife or a kitchen spoon, then moisten with a little turpentine.

Shoes, brown, to blacken—To make shabby brown shoes look like new black ones, first rub with the cut side of a raw potato, and then polish with a mixture of equal quantities of blue-black ink and ordinary blacking.

Shoes, care of—Brocade.—Always keep these shoes in black tissue-paper away from the light. Touch up tarnished places with gold or silver paint.

Black leather—Rub a very little glycerine or vaseline into the shoes regularly. This will prolong their life and improve their polish.

Brown leather.—Remove salt water marks with washing soda dissolved in a tablespoon of hot milk, and used warm. Other stains will yield to lemon juice or raw potato. Do not polish the shoes until quite dry.

Lizard and crocodile.—A good white shoe cream will keep them clean and prevent them from cracking.

Patent Leather—Soften these occasionally, with a little milk or cream, and rub every few weeks with vaseline, leaving it on till next day.

Satin.—Wash satin shoes, if slightly dirty, with warm soapy water, using a rubber brush. Rinse off the soap with the brush dipped in clean warm water. It

is easy to re-dye satin shoes by painting on a cold-water dye.

Suede.—Use a wire or rubber brush. If the toes are shiny, rub with an emery board. A little turpentine freshens up the suede after it has been wet. Special cleaners can be obtained in all colours.

Shopping.—There is only one way to shop economically, and that is to shop personally. Don't always go to the butcher and fishmonger with your mind made up as to what you will buy. Be prepared to take advantage of any special offers that will fit in with your catering arrangements. If your storage space allows, buy enough groceries to last you a month. Cereals, sugars, tea, tins and bottles of food can all be bought in this way, but buy dried fruits in small quantities. Don't have a standing order for bread. Buy what you need each day, or you will have a lot of waste. When you have goods sent home, always inspect them immediately they arrive and check them over with the bills supplied. If you have any complaint to make to the tradesman, make it at once.

See also FISH, FRUIT, GAME, MEAT, POULTRY and VEGETABLES, TO BUY.

Silk, to stiffen.—Use a little gelatine or gum arabic, dissolved in water.¹

¹To wash—See LAUNDRY.

Silver, Mildewed.—Try rubbing mildewed silver with a mixture of paraffin and prepared chalk. If the mildew has really

¹See also LAFFETTA, TO WASH

eaten into the silver, however, it will be impossible to remove the marks, though a silversmith can often do this by reburnishing.

Tarnished.—The easiest way to clean tarnished silver is to steep it in hot water and ammonia (a tablespoonful of ammonia to every quart of water). Dry and polish as usual.

Sink, to clean.—All sinks should be flushed with boiling water every day, and once a week with hot soda water or disinfectant. Clean a very greasy sink with hot water and borax, and a little dry borax sprinkled on a damp cloth.

Enamel or porcelain.—Wash with soapy water, and wipe occasionally with a cloth dipped in paraffin.

Iron.—Clean an iron sink with steel wool moistened with linseed oil, then wash with soapy water. Paraffin will remove rust.

Slate.—A little paraffin on a rag is the best thing for a slate sink.

Sink Basket.—An ordinary flower-pot stood in the sink makes an efficient sink basket. It is easy to clean, takes up little room, and the hole in the bottom allows for drainage.

Soap Jelly, to make.—Keep all scraps of toilet soap, and when you have a pint shred them. Add 1 pint of boiling water and 1 teaspoon of borax. Stir and leave it in a basin till cold.

Socks, to wash.—Wash woollen socks and stockings like flannels, but first on the right side, then on the wrong. Rinse in two warm waters and wring slightly. Pull

into shape so that the seam is in the middle of the back, and hang up to dry by the toes.

Soft Soap, to make.—Place 12 ozs of potash in a basin and cover with cold water till next day, then boil till dissolved. Put 1 lb. of grease in a crock and pour over the boiling liquid. Add boiling water each day until of the right consistency.

Sponges, to clean.—Either soak the sponge for 24 hours in strong salt water, or soak for a few hours in pure malt vinegar. Rinse well before using.

Spring Cleaning, to plan.—First have all necessary repairs done to the house. Next, working on one room at a time, proceed as follows—

1. Take down all soft furnishings, shake and send to the laundry or cleaners, or wash or clean at home.

2. Pack all pictures and odds and ends out of the way.

3. Vacuum and roll up rugs and carpets and put them in an empty room, unless they are to go to the cleaners.

4. Cover up furniture with dust-sheets. Have the chimney swept if you have had fires, and clean the grate.

5. Now have decorations done, if any. If not, vacuum the floor, walls and ceiling, then clean all woodwork, polish furniture and floors. Remove and vacuum books, clean bedding, and turn out drawers and cupboards.

6. Replace carpets, which you have had cleaned and repaired elsewhere. Clean and replace all ornaments, fittings and utensils.

Stains,¹ to remove.—Blood.—Wash in cold water until the stain turns brown, then rub with paraffin soap and soak in warm water.

Cocoa or Chocolate, etc.—Soak in cold water softened with a little borax, then stretch the stained part over a basin, and pour boiling water through the stain from a kettle held high above.

Cod-liver Oil.—Place the soiled garment over a soup plate and spread some carbon tetrachloride on the stain. Rub this well in with a small sponge, then wash the garment in soapy water.

Coffee.—Wash with soap and hot water and dry in the sun. An egg yolk mixed with glycerine removes coffee stains from linen, if it is dabbed on well, then washed out.

Cream spots.—Dampen the spots with ammonia, then place a piece of blotting-paper on top, and press with an iron.

Egg.—When table linen is stained with egg, it should be soaked in cold water before being laundered. Rub egg stains on china or silver with a rag dipped in cold water and kitchen salt. Be sure not to leave any salt on the silver.

Fruit.—If the article is of washing material, hold the stained portion over a basin and pour on boiling water from a kettle held high above. If this fails, try rubbing with half a lemon dipped in salt, then wash as usual.

Glue.—Rub with a cloth dipped in vinegar.

Grass.—Spread the stained portion of the article over an old towel folded into several thicknesses, and place on a table. Sponge with a lintless cloth dipped in warm soapy water until the stain disappears and is absorbed by the towel below.

Grease.—If the stain is on a heavy unwashable material, cover it with a piece of blotting-paper, or glazed brown paper, and iron with a warm iron. To remove grease from *linen*, moisten the parts with glycerine, then wash in hot soapy water. Rinse well. To remove grease from a *coat collar*, rub it with a cloth dipped in ammonia. Velvet collars may be treated in the same way, but must be held in front of a hot iron directly afterwards to raise the pile. On a delicate dress, sprinkle thickly with talcum powder, and shake this off after several hours.

Ink.—Rub ink stains on linen with a slice of lemon, then wash or soak the stains in sweet or sour milk, or rub gently with a rag dipped in oxalic acid, then rinse.

Iodine.—Stretch the stained material over a pad of old cotton or linen. If the stained portion is starched, dab with a sponge dipped in ammonia diluted with water, until the stain disappears. If it is not starched, soak the material in a saucer of warm water containing 2 teaspoons of hypo (obtained from any photographic dealer).

Ironmould.—To remove iron-

¹ See also CAPTTS, FURNITURE, GLASS, KNIVES, SILVER

mould from linen. wet the stained part and stretch over a jug of boiling water. Sprinkle with a few drops of oil of lemon, then allow to dry. Repeat the treatment, and when the stain has gone, wash the article as usual to get rid of the acid

Leather' marks.—Wash the article in plenty of hot soapy water, or dissolve a teaspoonful of permanganate of potash in a pint of water, and dab the solution on the stain with a clean cork, or drop with a medicine dropper, and leave for five minutes. Then wash the stained portion in lemon juice if the article is *cotton, linen or silk*, and in peroxide of hydrogen if the article is *woollen*. Afterwards wash with soapy water and rinse well

Mildew.—Soak the stains overnight in sour milk and dry in the sun without rinsing. Repeat several times if necessary. If the stain is obstinate, moisten with lemon juice, and bleach in the sun. Mildew may be removed from *linen* by spreading the spots with finely powdered chalk, which must be rubbed well in. Then wash in the ordinary way. If the spots are of long standing, the process may have to be repeated. To remove mildew from *leather*, rub with vascline on a piece of flannel, and expose to the air and sun

Milk.—Wash the stain, while it is fresh, in cold water.

Paint.—Dip the article in petrol and rub firmly, or sponge with glycerine, then wash with lukewarm water

Perspiration.—Wash the stain

with warm water, then sponge with methylated spirits

Rust.—Chop a clean stalk of rhubarb and boil it in a cupful of water until the water is reduced by half. Boil the stained portion in this solution for a quarter of an hour. Moisten white material with lemon juice, then spread it with salt. Leave in the sun till the stain disappears, then wash thoroughly

Scorch.—Spread a paste made of starch and cold water over the stain. Dry in the sun, and then brush off. If the material is very lightly scorched, the stain can sometimes be removed by rubbing with a stale crust of bread, but do not use this method if the material is delicate. Scorch marks can be removed from *linen* by moistening them with water and bleaching in the sun. Repeat the treatment two or three times and the marks will disappear. If the scorch mark is on *flannel*, rub a cut lemon into it, leaving on as much of the juice and pith as possible. Then place the flannel in a strong light to dry before washing it

Tar.—Sponge the stain with turpentine and rub well, unless the material is delicate. Wash in hot soapy water, and rinse well. Ordinary metal polish will also remove tar

Tea.—Soak cotton or linen material stained with tea in a solution consisting of half a teaspoonful of borax to a cupful of water. Then rinse in boiling water, or keep the stains moist with lemon juice and expose to the sun for a few days

Water spots.—Steam or sponge the entire surface of the material evenly. Press while still damp.

Wine stains on linen.—Place the article or stained portion in a pan of boiling milk. Hold with a wooden handle in the milk, and remove and wash in the usual way when the stains have disappeared.

Statuary, to clean.—See **IVORY, BRONZE AND MARBLE, TO CLEAN.**

Steel, to clean.—Mix sweet oil and emery powder to a paste and apply on a soft flannel. A piece of clean flannel should be used for the final polish.

Fenders.—Put $\frac{1}{2}$ oz. camphor and 1 lb. of lard into a jar, and melt these in the oven. Stir well, skim, and stir in 1 oz. of black-lead. Apply this mixture to the steel fender with a rag. Leave it on till next day, then rub it off and polish well.

Rust marks.—These can be removed from steel by rubbing with a cut onion. Leave the juice on for two days, then wash it off, and polish the steel with a mixture of turpentine and bath-brick.

Another method.—Apply a little sweet oil and leave it on for two days, then rub with very fine emery paper.

Stockings, black, to wash.—Add 1 teaspoon of pure malt vinegar to the rinsing water, this will prevent the stockings from turning a rusty colour.

Suede, to clean.—Brush suede collars and cuffs and other suede trimmings with a new, soft baby's brush dipped in petrol, until all

dirt is removed. Finish by using a good dry suede cleaner.¹

Taffeta, to wash.—Soak the article in water containing 2 tablespoonfuls of salt, and then wash it in lukewarm water in which some ivory soap has been dissolved.

To stiffen.—Add half a teaspoonful of borax to the rinsing water. Do not wring. Hang the taffeta on the line and press before it is quite dry.

Tea-Leaves, uses for.—Never throw away tea-leaves. Keep them and use them in one of the following ways:—

1 Mix them with coal dust, and use for damping down a fire that is to be left for some time.

2. Squeeze them dry. Put them in a jar, and mix them with a little coarse kitchen salt. When turning out a room that has a thick carpet on the floor, before you start brushing your carpet, sprinkle the mixture over it, especially in the corners, and it will prevent the dust rising.

3. Pour boiling water on used leaves. Stand them for an hour in a bottle, and use the liquid for cleaning mirrors, windows, glass, varnished woodwork, linoleum, and muddy black suede shoes, also black and navy-blue skirts.

4 To remove a fishy smell from a saucepan, empty the tea-leaves from a teapot into the pan. Cover them with water and leave them for a few minutes. Then rinse out the saucepan, and all the smell will have gone.

¹ See also **GLOVES, AND HANDBAGS TO CLEAN**

Teapots, to clean —China.—Hot water and borax will remove stains. If the spouts are badly stained pack them with kitchen salt overnight.

Metal teapots.—The stains can easily be removed from the inside of a silver or plated teapot if it is filled to the top with boiling water to which a few drops of soda have been added, then left to stand till next day. If the stains are of long standing, it may be necessary to repeat the process two or three times.

When putting away a metal teapot, dry it with a cloth, then place a lump of sugar inside to soak up any remaining moisture and prevent mustiness.

Tiles, to clean.—Floors.—Make a solution of $\frac{1}{4}$ lb of shaved yellow soap, $\frac{1}{4}$ lb of washing soda, and 1 gallon of hot water. Scrub the tiles, a little at a time, rinsing with clear water and drying thoroughly. Polish with liquid wax or a special red cleaner.

Walls and Hearths.—Glazed tiles need only a rub with a damp cloth; or wash with soapy water, then rinse and dry.

Window Ledges.—These can be kept bright and clean if polished once a week with floor polish, and dusted daily.

Tinware, to prevent rust in —Rub tinware with lard when putting it away. Before using it again, rub off the lard and heat the tin thoroughly in the oven. Baking tins can be cleaned with a mixture of pumice powder, whiting and soap powder, in equal quantities, or with whiting

and water. Allow $\frac{1}{2}$ lb. of whiting to 1 quart of water.

Towels to buy.—See LINEN.

Umbrella, to clean.—Rub a mud-stained umbrella with a rag dipped in methylated spirits. To freshen a black umbrella cover, rub it over with a mixture of strong cold tea and ammonia, being careful to rub always in the same direction. Dry outdoors.

Vacuum Flasks, to clean.—A little vinegar added to the water used for washing a vacuum flask will remove any musty smell. If the flask is badly stained, add a crushed egg-shell to the vinegar and water and shake vigorously for a few minutes, then leave the mixture to stand for a short time. Do not cork a vacuum flask when putting it away, or it will develop a musty odour.

Vegetables, to buy.—The proper way to buy vegetables is to buy them when you want them. It is quite wrong to buy vegetables in quantity, except when there's a large number to cater for and root vegetables only are in question. Vegetables should be fresh above all else. If you cannot buy green vegetables daily buy as often as you can and keep them in a covered container in your refrigerator or in a cool cellar, or failing that, in your larder.

VEGETABLES IN SEASON.

All the year round—Beetroot, cabbage, carrots, cucumbers, leeks, mushrooms, onions, potatoes, spinach, turnips.

January—Globe and Jerusalem artichokes, asparagus, Guernsey runner beans, broccoli, Brussels sprouts, celeriac, celery, curly kale, endive, garlic, spring greens, lettuce, mint, mustard and cress, parsley, parsnips, Guernsey new potatoes, radishes, salsify, savoys, sea-kale, shallots, swedes, tomatoes, turnip tops

February—Globe and Jerusalem artichokes, asparagus, Jersey and Madeira beans, beetroot, broccoli, Brussels sprouts, celery, cress, curly kale, endive, flageolets, lettuce, parsley, parsnips, potatoes, radishes, salsify, savoys, sea-kale, spring greens, swedes, turnip tops

March—Globe, Jerusalem and Japanese artichokes, Guernsey runner beans, Madeira beans, broccoli tops and purple or Cape broccoli, cauliflower, celeriac, soup celery, chicory, curly kale, endive, flageolets, greens, lettuce, Madeira marrows, forced mushrooms, mustard and cress, parsley, parsnips, Jersey peas, Guernsey potatoes, radishes, salsify, savoys, Scotch kale, sea-kale, swedes, tomatoes, turnip tops, watercress

April—Globe artichokes, asparagus, Guernsey dwarf and runner beans, broccoli, spring cabbage, cauliflower, soup celery, chicory, spring greens, lettuce, English marrows, mint, mustard and cress, spring onions, parsley, parsnips, Guernsey peas, Irish and Jersey potatoes, radishes, savoys, Scotch kale, sea-kale, swedes, turnip tops, watercress

May.—Artichokes, asparagus

(forced), cauliflowers, dandelions, endive, kidney beans, lettuce, peas, new potatoes, radishes, rhubarb, corn salad, sea-kale, sorrel, tomatoes, vegetable marrows.

June—Globe artichokes, asparagus, beans, cauliflowers, cresses, endive, horse-radish, lettuce, parsley, peas, radishes, rhubarb, sorrel, tomatoes, vegetable marrows

July—Globe artichokes, aubergines, kidney and scarlet beans, broad beans, cauliflower, lettuce, green peas, radishes, salad, tomatoes, vegetable marrows

August—Artichokes, aubergines, French, kidney and scarlet beans, cauliflower, soup celery, endive, lettuce, parsnips, peas, radishes, salads, salsify, shallots, vegetable marrows.

September.—Artichokes, aubergines, dwarf and runner beans, Brussels sprouts, capsicum, cauliflower, celeriac, celery, chicory, endive, garlic, lettuce, mustard and cress, parsley, parsnips, peas, salsify, savoys, swedes, tomatoes, turnips, vegetable marrows

October—Artichokes, aubergines, beans, Brussels sprouts, cauliflower, celeriac, celery, chicory, endive, garlic, parsley, parsnips, peas, salsify, savoys, scorzonera, shallots, tomatoes, vegetable marrows

November—Jerusalem and Japanese artichokes, Guernsey runner beans, flageolet beans, Brussels sprouts, cauliflower, celery, celeriac, chervil, chillies, corn salad, small cress, endive, horse-radish, mint, spring onions,

parsley, parsnips, French peas, sweet potatoes, radishes, salsify, savoy, Scotch kale, shallots, swedes, tomatoes, vegetable marrows.

December.—Asparagus, Jersey and Madeira beans, flagcolet beans, Brussels sprouts, cauliflower, celery, chicory, horseradish, forced mint, forced mushrooms, Spanish onions, parsley, parsnips, Canary new potatoes, forced rhubarb, salsify, savoy, Scotch kale, shallots

Velvet, to raise pile on.—A piece of clean chamois leather, wrung out of cold water, will raise the pile on velvet or plush, and remove the dust at the same time. You can also raise the pile by damping the velvet and then holding it in front of a hot iron.

Velveteen, to wash.—Make a good lukewarm lather with soap flakes, and add a little ammonia. Wash as quickly as possible by plunging the garment up and down. Do not rub. Rinse thoroughly in warm water, adding a little ammonia to each rinse. Hang the velveteen outside to drip, without squeezing or wringing it.

Vermin, to get rid of.—See PESTS, TO GET RID OF.

Vinegar, uses of—Vinegar in washing-up water removes the grease, brightens china, and is a disinfectant. Vinegar and salt mixed together will take away stains on china, and cleanse flower vases, water bottles and tumblers. Vinegar and linseed oil in equal parts makes an excellent furniture polish. It brightens glass, brass and copper

articles. Hot vinegar takes away paint stains. Use vinegar and water in equal parts for cleaning gilt frames.

Wallpaper, varnished, to clean—Dust the walls well, then wipe them over with paraffin and water, allowing $\frac{1}{2}$ pint of paraffin to a bucket of water. Use a soft cloth, not too wet, and dry with a chamois leather.

Washing Powder, to make.—Dry 1 lb of soda crystals in the oven, then mix them with $\frac{1}{2}$ lb of powdered soap, and $\frac{1}{4}$ lb. of powdered sal ammoniac.

Washing-up, hints on.—1 Remove all scraps. Rinse plates and cups. Wipe off grease with paper. Put cooking utensils and coated dishes to soak.

2 Group glass, silver, cups and saucers, knives, plates, dishes and cooking utensils separately, and wash them in this order.

3 Use hot soapy water for most articles, and add a little ammonia for greasy dishes. Rinse in clean, tepid water.

4. Wipe all types of knife-handle with a wet cloth, then dry. Never put into water.

5 Save labour and your hands by using a mop, wire dishcloth (for coated dishes and pans) and steel-wool (for aluminium).

Water, to soften—To make the water supply soft, you need a water softening plant. You can either have a small, inexpensive plant which must be "regenerated" every day, or a larger and more expensive one that only requires attention once or twice a week. The easiest type of softener to work is an

automatic one which requires no manipulation of valves for its regeneration. The semi-automatic models, worked by a single lever, are only slightly less simple.

Portable softeners—These are very useful for a small house, flat or bungalow. They can be fitted to almost any tap, and require little attention beyond the addition of a small quantity of kitchen salt now and then.

If your water supply is at all hard, the deposit which it leaves in the boiler and hot-water pipes may cause them to burst at some time, if you do not have a softener installed. The portable type, of course, does not obviate this danger.

Windows, to prevent steaming.—In cold weather when the rooms become hot, wipe the windows over with a little glycerine on a rag. Motor-car windows and screens can be treated in the same way.

Wines, to store.—A dry cellar with a temperature of about 55° to 59° F. is an ideal storage-place for wine. If you have no cellar, choose a cupboard, if possible not on an outside wall, where the wine can be left undisturbed. A cupboard under the stairs or beside a much-used door is usually subject to too much vibration.

Always lay bottles on their sides; if they are left upright the corks will become dry and will shrink, and some air will eventually find its way into the bottles. Port bottles should be laid down with the whitewash mark uppermost. Never move old bottled

wines if you can help it. If you have to move the bottles, give them a week's rest before decanting the wine, then handle very gently.

Woodwork, to clean.—

Carved wood.—Use a round, bristle paint brush, dipped in paraffin oil, shaken thoroughly, and wiped each time it is used, to remove dust from deep carvings or mouldings. An old shaving-brush is also useful for getting dust out of cracks.

Mahogany—To remove "bloom," wipe first with a piece of cheese-cloth wrung out of hot vinegar and water, and then with a piece wrung out of 1 pint of water mixed with $\frac{1}{2}$ tablespoon each of linseed oil and turpentine. Polish with a chamois leather.¹

Oiled or stained.—After dusting, wipe with a flannel cloth wrung out of a pint of hot water mixed with a tablespoonful of turpentine and 3 tablespoonfuls of linseed oil. Dry, and rub with an oiled rag. Spots can be removed with turpentine on a cloth.

Old Oak.—Wash with a rag dipped in warm beer and leave till dry. Dissolve a dessertspoonful of sugar and a small piece of beeswax in a pint of beer, and bring it to the boil. Apply this with a soft brush, then leave it to dry and polish the wood with a chamois leather.

Woollens, to wash.—See LAUNDRY.

Zinc, to clean.—See BATHS, TO CLEAN.

¹ See also PAINTWORK, TO CLEAN, and FURNITURE, TO CLEAN.

TO BRIGHTEN BURNT CAKE TINS



A cake tin that has been burnt should be washed in soapy water, then rubbed with *wet* sandpaper which will bring it up as bright as new. This method can be used to clean the non-enamelled parts of an oven.

HOME REPAIRS AND EMERGENCIES

NO woman with a house to look after should be entirely ignorant of the mechanism of such important equipment as taps and gas meters, window sashes and cisterns, boilers and clocks, geysers and heating systems. Pipes will not always arrange to burst, nor lighting to fuse at convenient times when the man of the house is at home to attend to them. Nor can the plumber or electrician always arrive in time to save considerable expense and damage to your household goods if you are unable to do anything in the nature of a temporary repair while you are waiting for him.

All you need to know in order to cope either temporarily or permanently with such emergencies is contained in the hints given in this section. In some cases it is actually possible to save the expense of calling in an expert at all, where the repair required is of a very simple nature. The section tells you just when it is necessary to seek expert advice, and when you can deal with the matter yourself.

In addition, you are advised how to deal with emergencies like fire, and gas escapes and how to tackle those problems of re-decoration such as staining floors, whitewashing and papering ceilings, papering and distempering walls which you may sometimes wish to undertake yourself.

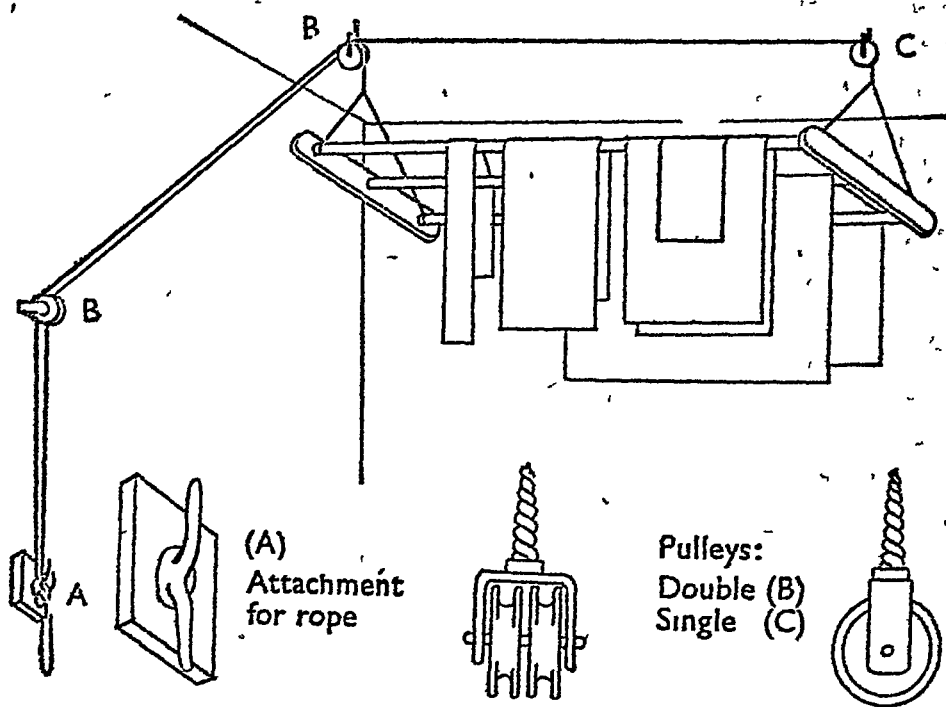
Airer, Kitchen.—Most housewives are troubled during the winter months by the necessity of providing really well-aired clothes and household linen.

If you are troubled in this way, try to persuade your home handyman to fix you up with an airer similar to that illustrated in Fig 5. When not in use, it can be hoisted by the ropes close to the ceiling, or, if you prefer to keep it out of sight, it can be made to hook on to two adequate screw eyes fixed into the ceiling. If the pulley system is chosen, you can lower the airer to any desired height and hoist it well out of the

way after you have arranged your clothes on it.

The airer itself is a series of long smooth laths fixed to two crossways and pieces, and the method of suspending it by ropes from the ceiling can be seen in Fig 5.

Airing Cupboard.—If you live in a flat or a house where airing space is strictly limited, you will find the airing cupboard illustrated in Fig 6 a neat and efficient device. It can be a cheap affair built by the home handyman or, if you want it to look attractive and add to the decoration of your home, you can have



5. An airer for the kitchen which can be raised or lowered to any height by means of the cord and pulley wheels.

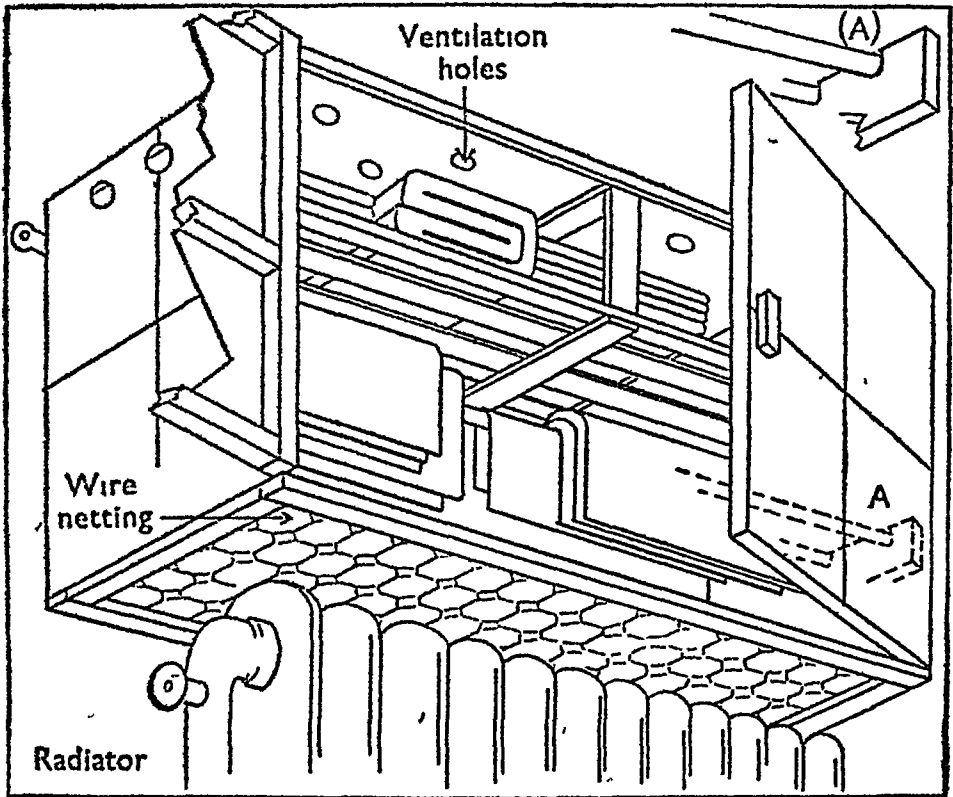
it made and finished with a decorative enamel to match the other fittings in the room. Remember, however, that it must be fixed above a radiator or boiler or some source of heat which can be used to dry the clothes.

The cupboard consists of a light box made of thin sheets of enamelled metal built over a wooden framework. It is fitted with rods in the lower portion to take garments which must be hung up, and with shelves of slats in the upper portion. The bottom of the cupboard is closed by a sheet of galvanised iron netting which allows the heated air over the radiator to rise and circulate amongst the wet clothes,

and catches anything which might slip from the rods and protects it from the heater. A series of holes bored in the roof and the tops of the sides of the cupboard provide an outlet for the steam.

Bedsteads, to modernise.—

All you have to do to convert an iron or brass bedstead into a modern-looking one is to saw off the main side posts of both head and foot rails at the level of the frame. Use an old saw which you don't mind spoiling or a special iron saw which can be bought for the purpose. Smooth off the edges of the cut posts and, if you wish, you can fill in the top of the hollow leg with a plug, made from an old broomstick or



6 This airing cupboard, made of metal sheets over a wood frame, is simple to make. It should be placed over a radiator or boiler. It is invaluable in a flat or in a house where space is limited. The lower half is fitted into rails on which to hang linen. The shelf is made of slats.

a bolt. The whole can be made a very neat job and, when the bedspread is draped in the modern way, who would know it from a divan?

Substitutes for the bed-head. Alternatively, if you miss the bed-head, you can make, or have made, a shaped wooden panel stained to match the rest of the bedroom furniture. This can easily be attached to the hollow legs of the bedstead.

Another idea suitable for an iron bedstead with curved head and foot rails, is to enclose these rails in casings of plywood,

stained and polished as required.

Needlework Casings.—Needlework panels of the same shape as the bed-head and foot, can be made into casings to envelop the rails completely. The casings must be backed with stiffening material.

Boiler, care of—If your water supply is very hard, it will be necessary to clean your boiler periodically, by unscrewing the plates on the side of the boiler (after emptying the system) and scraping off the lime deposits on the inside. It is not sufficient to drain the boiler through the tap.

usually fitted near its base, though it is advisable to do this at least once a year to remove loose deposits. The boiler will probably not need to be scraped as often as this, but the frequency depends upon the hardness of the water and the use to which the system is put. A water softening plant obviates all danger of furred boiler and pipes.

Hammering, whistling, moaning or other noises in the hot water system usually indicate obstruction of some kind, and should be investigated.

When the hot-water system has been emptied for any purpose do not light the fire until the water circulation becomes established. An air-lock may cause trouble at this stage, and you should call in a plumber to remove it. If a leak or burst should occur, put out the fire, turn off the water supply,¹ and send for a plumber.

Bookcases, fitted.—A most pleasing effect can be produced in the modern lounge or in a bedroom which is also partly used as a sitting-room or den by making bookcases to fit the walls. If your fireplace is in the middle of one wall, you can design bookcases to fit the walls on either side of it, and to lead up to the fireplace in steps and make it very imposing indeed. The steps provide convenient tables for papers and magazines, for ornaments or vases of flowers. You should, however, try to avoid a straight unbroken line which becomes monotonous and de-

tracts from the height of the room.

The bookcases should be composed of a series of boxes open in front. They can be made as one unit in the first place, or they can be made separately and stacked on each other in layers as need for more arises. If you are more ambitious, you can fit partitions and doors at intervals to make useful cupboards, or you can insert drawers.

It is best to make up your own design to suit the room. Much naturally depends on the stain and polish applied. If you feel that bookcase-making is too difficult a task to undertake, you could submit your design to a cabinetmaker and get him to carry out your ideas.

Brick Wall, to point.—Twice a year, in spring and autumn, you should examine all the visible brickwork of your house and garden. If the mortar is crumbling away between the bricks so that, instead of the mortar being level with the face of the brickwork, it is indented and pierced by holes here and there, the brickwork is not safe and will in time cease to be waterproof. You should, therefore, get a local builder to "repoint" it.

If the damage is merely local, extending over an easily accessible patch, you can do the job yourself. A first attempt at repointing however, may look far from professional unless care is taken to follow the methods of the bricklayer.

Method.—The first operation is to rake out the old mortar to a

¹ See WISHER, TO REPLACE

depth of half an inch or more, making sure to bare the brick to provide a hold for the new mortar. Use a long-handled hook for this. An old household knife worn to a point could also be used.

If a Portland cement mortar is used for the repointing, it will be found very durable and will exclude moisture.

To make the mortar—Mix with every two parts of cement, three parts of builders' sand. Pass the mixture through an $\frac{1}{8}$ -inch mesh sieve and add water until the mortar works easily. The colour of the cement may be toned down by adding a little vegetable black.

To apply the mortar.—Place the mortar on a wooden board 7 inches square, fixed to a vertical handle, called a "hawk" so that it can be held in the left hand whilst applying the mortar with a small bricklayer's trowel. Smooth the pat of mortar flat, and cut small slices from the top with the back of the trowel.

Press first into the vertical joints. Smooth sideways with the back of the trowel and remove surplus mortar from the bricks by a vertical cut with the trowel edge. The horizontal joints should then be filled, using the trowel horizontally.

Smooth the mortar so that at the top it lies under the edge of the upper brick, whilst at the bottom it projects a little beyond the lower brick. This is achieved by sloping the trowel in use, and is done to provide good wall drainage.

When all is finished, the edges of the joints should be tidied by ruling them off with a knife and straight-edge.

Before applying the mortar and while it is hardening, it is advisable to keep the bricks damp so that they do not absorb too much moisture from the mortar and prevent it from setting securely.

Ceiling, to paper—Although the task of papering a ceiling does not at first appear to be very different from wallpapering the amateur should leave this task to the experienced workman. It is very tiring and needs considerable skill and patience to be a success.

If you feel you *can* do the job yourself, remember the following points.—

1. First wash down the ceiling thoroughly to remove old white-wash.

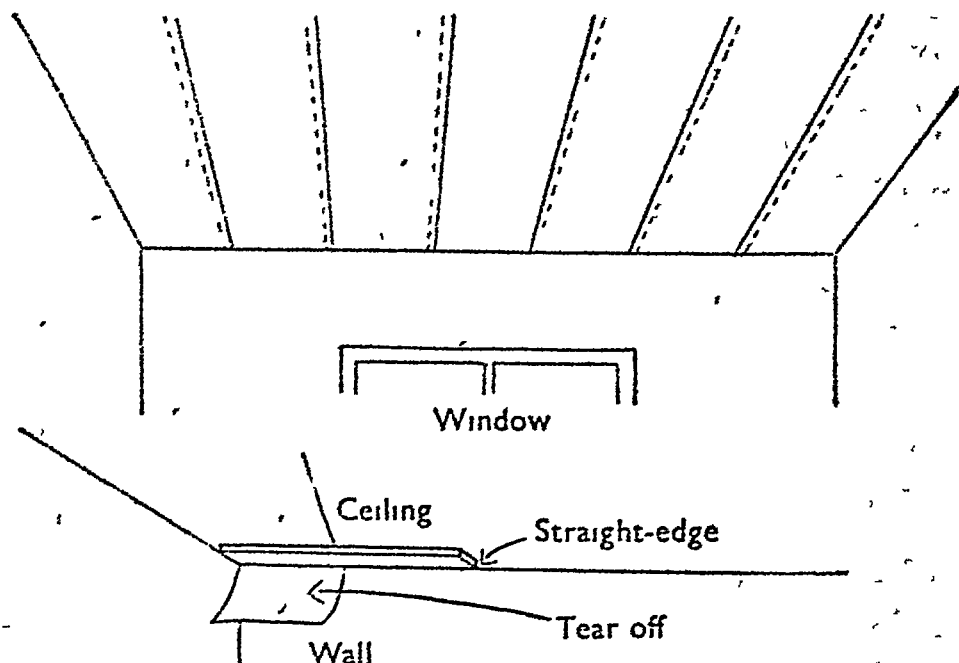
2. If the ceiling has been papered previously remove the old paper and wash the ceiling.

3. Repair cracks in the plaster with a special cement sold for the purpose.

4. Give the ceiling a coat of size and let it dry thoroughly.

5. The sheets of paper should follow the direction of the light, that is, they should run at right angles to the largest window. Also the edge of the overlap should face the light.

6. To keep the paper straight on the ceiling, mark out the latter in strips the width of the trimmed paper. To draw a straight line on the ceiling, fix a chalked string tightly between



7. *How to paper a ceiling*—Paste the paper on at right angles to the largest window with overlapping edges towards the light. The dotted lines show the under-edge of the strip. Trim the strips by tearing off the paper left over with the help of a straight-edge.

the measured points on either side of the ceiling and set the string in vibration.

7 Cut the paper in strips of the length of the ceiling, plus 4 inches for trimming, making sure that the pattern on successive pieces will match.

8. Try to work with your head 6 inches below the ceiling.

9. The pasted paper should be thoroughly limp before it is applied to the ceiling.

10 Apply one end first and brush the rest of the length into position.

11. For a small low ceiling, a chair and a long-handled broom may be made to take the place of scaffolding. The ends of the

sheets should be trimmed as the sheets are hung. Place a straight-edge in contact with the joint of the wall and ceiling and tear off the limp unused paper. The second sheet should be applied from the end where the first finished.

12 By rolling out the joints with a paper-hanger's roller, you can make them less conspicuous. Wipe the roller free from paste after each stroke.

Ceiling, to whitewash.—Before any new whitewash is applied to a ceiling, you should always make a point of cleaning off the former coating and repairing any cracks in the plaster.

First, move as much of the

furniture as possible to another room and cover up the rest and the floor with cloths or paper to catch any falling spots. If you have a picture rail, drape the walls too.

Next assemble your tools; a pail of warm water, a large sponge and a cheap whitewash brush. A kitchen table makes a good platform and can be moved about as required.

To clean the ceiling.—The ceiling should be cleaned in sections of about a square yard at a time, and the water should be changed as each section is completed. First, wet the brush and, using its flat sides, not the tips of the bristles, cover the square yard of ceiling with water. Then go over it again rubbing it gently with the brush to work up the whitewash into a lather, which you can remove with the sponge. An obstinate piece can be eased off with a blunt knife, but you should be careful to avoid scratching the plaster.

Remove stains with strong soda water, but rinse thoroughly afterwards with clean water.

To size.—When you have filled up all the cracks in the ceiling with the cement sold for that purpose, give the ceiling a coat of thin size. Size may be bought in packets with full directions for use, or by the pound, in jelly form. The latter is usually mixed with water in the proportion of 1 lb to 1 gallon. Melt it slowly over a fire and stir until it is of even consistency. After it has cooled a little, apply the size with the

brush you used to wash the ceiling, and take particular care not to have any uncovered patches.

Now prepare the whitewash, but do not apply it till the size is thoroughly dry. The whitewash is itself improved by standing.

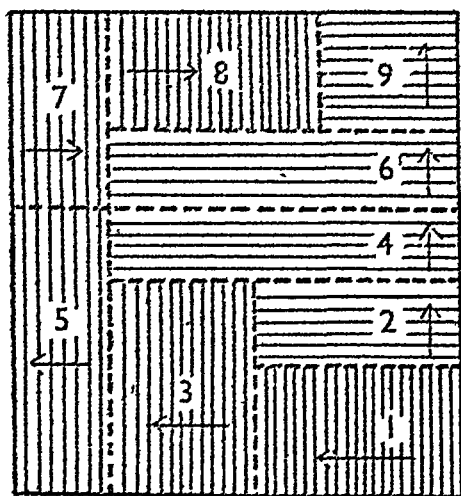
To prepare whitewash.—Whitewash may be bought ready made under various proprietary names as a distemper or a water-paint but, alternatively, it can be made at home as follows. The quantities given are for an area of about 120 sq ft.

Break up 3 lbs of whiting balls in a pail and cover them with clean cold water. Leave them to soak for at least 3 hours. Meantime pour 1 pint of boiling water on to $\frac{1}{4}$ lb size and stir it until it dissolves. Now, when the whiting is properly soaked, pour off the water, and crush it to a paste with a stick. Stir in a little washing blue to give a better white, and add the cooled size, stirring all the time.

You can test the whitewash by applying a little to a piece of paper and drying it quickly. If it rubs off, add more size, if it peels, add more whiting. If left overnight, it should set to a thin jelly.

To apply whitewash.—Before applying the whitewash, plan out the way in which you will apply it, so that no edge will dry before the adjacent area is covered. A specimen method is shown in Fig 8. By shutting windows and doors you can retard the drying process slightly.

Use a good brush for applying the whitewash, dip it only half-



8. *To whitewash a ceiling, cover a small area at a time in the order indicated by the figures. The lines show the direction of the brush strokes and the arrows the direction in which to work.*

way into the liquid, and lift it with the handle held vertically to prevent splashing. Use long strokes and cover the surface as quickly as possible. If you use a new brush, soak it in water overnight. When you have finished, open windows and doors to accelerate the drying process.

Cement.—See CONCRETE, TO MIX and MORTAR, TO MIX.

Chairs and Settees, to mend.

It is quite unnecessary to suffer sagging chairs and settees when they can easily be repaired at home. All the tools required, apart from an upholsterer's spring needle and a web-strainer, you should already have in the home. The needle can be bought at a tool shop, and if you feel that you would have little further use for a web-strainer, a block of

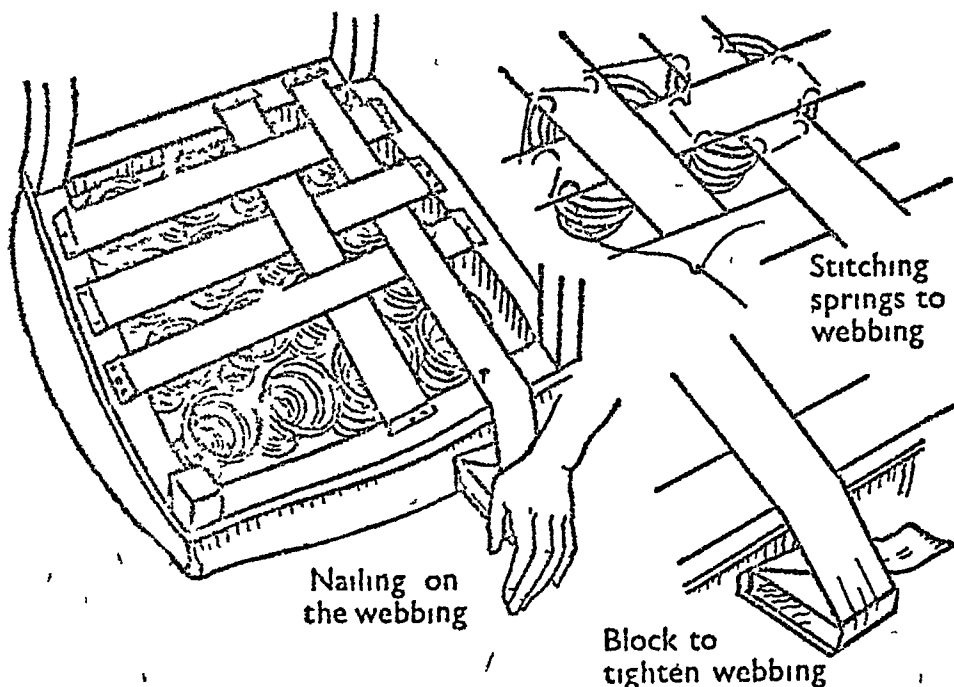
inch-thick hardwood measuring about 6 inches by 3 inches may be substituted.

You may be able to use some of the old materials again. On the other hand, you may have to replace some or all of the webbing, canvas covering, $\frac{1}{2}$ -inch tacks, gimp pins and possibly covered studs. For stitching the springs in position, you will need some upholsterer's twine (from a draper's shop), together with the webbing and canvas.

First turn the chair or settee upside down and support it on chairs. Then, using a hammer and screwdriver, remove the tacks which hold on the canvas. Next remove the webbing. It may also be advisable to untack the cover where it is likely to interfere with the process of re-webbing.

To renew springs.—Test the springs, and if any need renewing, first study carefully the way in which they are strung together, and then remove the worn-out springs and insert the new ones, stringing them all together again as before to prevent slipping after the chair has been repaired.

If the top padding is badly disarranged, take out all the springs, noting their positions carefully, rearrange the padding, sew the tops of the springs to the padding cover, and string them together again. The webbing supports the springs and must therefore be fixed directly over a line of them; but it is best to fix the webbing to the chair frame first, leaving the springs free, and to press them into position



9. To replace webbing on a chair, tack the folded end of a strip of webbing to the frame, and wind the other end round the wooden block which acts as a lever against the chair frame to tighten the webbing. Apply all the strips in one direction before interlacing the others.

under the webbing and stitch them to it after it is fixed.

To fix webbing.—Attach the folded end of a strip of webbing to the frame by four or five tacks and wind the other end round the wooden block as shown in Fig 9, so that one end of the block rests against the chair-frame. Pull the webbing tight by depressing the outer end of the block until the webbing gives a high-pitched, drum-like sound. Then tack down the webbing and cut it off, leaving a piece to turn back and make a folded edge. Tack this down too. Put in all the strips in one direction in this manner, and then start on the cross-ways strips, interlacing them as shown.

The next process is the stitching of the springs to the webbing with upholsterer's twine. Try to use one long piece for the whole job or, if this is impossible, tie all the ends together securely. It is essential that this stitching should be strong.

The canvas can then be tacked on again and the cover replaced round the edges as it was originally.

Cistern, to repair.—The commonest faults with flushing cisterns are—

1 A continual dripping away of water from the cistern overflow pipe

2 Erratic action when the handle is operated

3 The cistern does not stop flushing

Dripping from the overflow. This fault may be due to one of three causes and can be tested as follows. Empty the cistern in the usual way, and then investigate the entry of water into the tank by raising and lowering the lever to which the ball is attached. If you find that you are able to cut off the inflow of water for a certain position of the lever, there is no fault in the valve mechanism. If, however, you cannot stop the inflow, a new valve washer must be fitted.

Cut off the water supply at the main tap, and disconnect the lever and ball by removing the cotter pin holding them to the valve mechanism. A soft rubber washer wears better than one of leather, although the latter will last for some time in an emergency.

The copper ball attached to the lever should float on the surface of the water. but if it is punctured and water-logged it will not properly fulfil its function, and may cause an overflow. Shake the ball, and if you can hear water inside, remove the lever and ball, taking care not to drop loose pieces into the tank.

The leak can be located by immersing the ball in a bowl of very hot water and marking with a file any place or places from which bubbles arise. If there is only one hole, make another on the opposite side of the ball after removing it from the bowl. Then the water can be blown out, and the ball can be dried thoroughly

by heating it. Solder the holes and replace the lever in position.

An overflow may also be caused by a bent lever which prevents the valve shutting when the ball is at its highest point. If the lever appears to be bent, it must be removed and bent straight again or to a shape which will close the valve when the ball floats at a height just below the level of the overflow pipe. Take great care in bending the lever and be sure not to grasp or press on the ball.

Failure to operate.—This fault may be due to a defective washer which swells and stops the tank from filling up properly after it has been emptied. Therefore if the handle has to be operated several times before the water will flow, examine the washer. If this appears to be in order, the fault may lie elsewhere. It may be that the bell (Fig. 10) which rises and falls when the handle is operated fits either too tightly or too loosely.

In the former case, the removal of rust from the inside and filing the edge of the bell smooth will put the matter right. But if a very loose bell is causing the trouble, professional help should be sought.

Continuous flushing.—This is caused by the bell fitting too closely to the bottom of the well. This may have happened through wear of the bearings and can be remedied by fitting new buffers to hold the bell off the bottom of the well. If the bell has no buffers, get some fitted professionally. Alternatively a hole

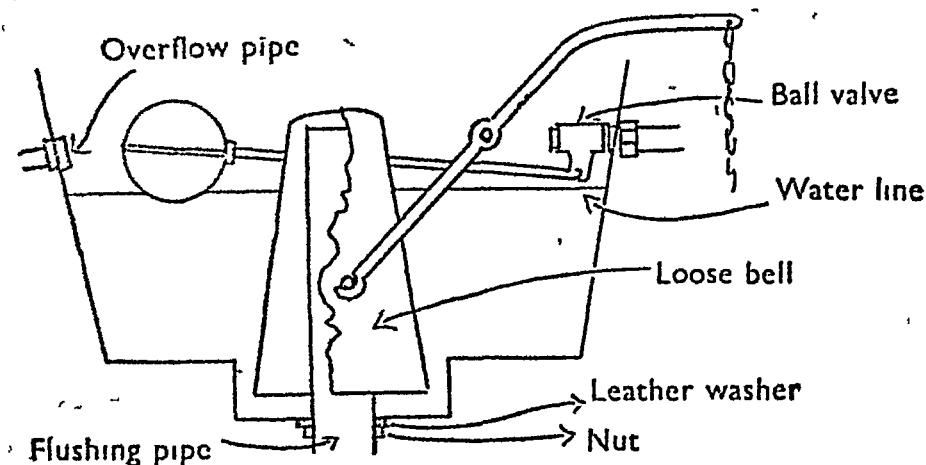
can be drilled about 1 inch from the lower edge of the bell to let in air at the right moment of the flushing action.

Dripping from the bottom of the well where the flushing pipe enters it can be remedied by fitting a new leather washer at the entrance.

There are various types of flushing cisterns. If you cannot remedy any fault by attending to

There is little to do to keep this type of clock in order, for it only stops when a mains breakdown occurs. Occasionally the clock may be accidentally knocked or moved, and it is therefore advisable to inspect it periodically to see if the wires connecting the clock with the mains are intact and if the connections have worked loose.

Pendulum Clocks.—If your



10 *If anything goes wrong with a flushing cistern, look to the ball, ball valve and bell. A bent lever may also cause trouble.*

the ball, lever and valve system as described above, it would be better not to go further with the job yourself if the cistern is not of the bell pattern and if the remedy is not obvious.

Clocks.—**Electric**—The most reliable clock for good time-keeping is that containing a small electric motor which is operated by the current from the electric mains. The rate at which the hands move is controlled by the alternations in the current supplied, and is therefore controlled by the power station.

pendulum clock stands on a shelf, make sure that it stands level. It can be tested by listening carefully to the sound of the ticks which should be of equal strength and duration. Adjust the level of the clock by inserting cardboard wedges under the corners until the ticks sound uniform.

To Regulate.—If your clock either loses or gains you can adjust it by altering the length of the pendulum. Some pendulums are adjusted by raising or lowering the bob by means of a nut at the bottom of

the pendulum shaft. Others have a mechanism at the top of the pendulum which raises or lowers the whole pendulum.

If your clock loses, raise the bob or the pendulum; if it gains, lower it. Having altered the length of the pendulum in this way, you should test the clock for a few days before attempting further alterations.

To Set Hands.—A non-striking clock may be set right by turning the hands either backwards or forwards, but more care is needed with a chiming clock. Always turn the hands forwards even if it means passing over eleven hours or more allowing the clock to strike as hours, half-hours and quarters are reached, before going on.

To Correct Chimes.—If your clock gets out of order so that the number of chimes does not indicate the correct hour, turn the minute hand to the hour, allowing the clock to strike any intermediate quarter and half-hour chimes, count the chimes at the hour, and turn the hour hand to agree. Then you can put the clock on, always allowing it to strike at each period until the correct time is indicated.

When a clock strikes the hour at the half-hour or the quarter, turn it on past an appropriate number of striking points, not giving the striking mechanism time to work, until you have it striking correctly, first quarter at first quarter, half-hour at half-hour, third quarter at third quarter, or hour at hour. Then proceed as indicated above to get

the number of chimes correct for the hour indicated, and lastly, put the clock right.

To Clean.—Dust accumulates even in the works of a cased-in clock and upsets its regular action. You can, however, clean your clock quite easily if you detach from its case the clock face, with the whole of the works attached.

Spray the works with petrol which dislodges the dirt and washes it away if sufficient petrol is used. Any petrol left amongst the works will evaporate and then you should lubricate the clock with watchmaker's oil around the bearings before replacing it in its case.

Concrete, to mix.—A usual mix for most household purposes consists of one part cement, two parts sharp sand (not so fine as the builder's variety) and four parts aggregate, that is, small stones of varying sizes. For good results, the aggregate should be clean and free from soil or roots.

To repair.—To repair worn concrete, clean its surface and water it, before adding a layer of new concrete. Small repairs to concrete steps can be made with a plain mixture of cement and water.

Uses of Concrete.—Concrete can be used for making garden paths, steps, floors for sheds or garages, garden ponds, and as the bed to hold posts which are meant to be permanent.

Deck-chair, to Renovate.—When next you think of renewing the cover of a deck-chair, try the following method. Buy sufficient

material to make a loop passing right round the rails to, which the canvas is usually tacked, and seam the ends neatly. You then have a double scut and back, and by turning the canvas round from time to time you can avoid wearing out the canvas at the rails whilst the rest is still unworn.

Distemping.—Distemper is the easiest medium for interior decoration by the amateur. It is especially useful for new walls, which may not be quite dry and which consequently cannot be papered for some time. The easiest kind of distemper to apply is that which has only to be mixed with water. It is sold in paste or powder form, and is made with a whitening base, some colour pigment, and glue, size or oil to bind it.

To prepare the walls.—New plaster walls need no preparation. In the case of papered walls the paper should be soaked off with a large sponge and plenty of water, and then scraped—unless the paper is in very good condition, when distemper can be applied over it. An old distempered wall should be thoroughly cleaned of grease and other marks with a strong solution of washing soda, which should afterwards be well rinsed off. Any damage to the plaster should be repaired with special cement sold for the purpose, mixed to a thin paste and applied with a knife.

To apply the distemper.—See that the distemper is thoroughly well mixed according to the

directions on the tin—do not have it too thick, nor so thin that it keeps running down the wall.

When applying with a brush, use quite a large flat one. Apply liberally with vertical strokes—as few as possible—beginning at the ceiling and working down in narrow strips. Do not let the edge of the work harden, as it will do if your strips are too wide. You may need a second coat when the first is dry, especially if you are putting on a new colour over an old one. Keep a small sponge or piece of wet cloth handy to clean splashes off the woodwork as you go along.

A better matt finish is obtained if you stipple the distemper after applying it in the usual way, while it is very wet. A special stipple brush, something the shape of a hairbrush, is rather expensive but is worth buying if you do much distemping. The brush is merely pressed on to the wet surface.

Another method of distemping is by spraying with a special little outfit worked by an air pump. The spray must be kept moving backwards and forwards in a horizontal direction all the time, while the air pressure is maintained steadily with the hand pump.

Door, badly fitting.—Sometimes it happens that a door which has always opened and shut properly suddenly becomes difficult to shut. If the lock mechanism seems to be in good order, open the door wide and examine the hinges. Usually you will find that one or more of the

hinge screws have worn loose or have fallen out. If the screw holes have worn too big for the screw or plug to get a good grip, try larger screws or plug the holes with plastic wood. When the plastic wood is almost hard, prepare the hole for the screw, but do not insert it until the wood has thoroughly hardened.

If you have to plug holes in this way, it will be necessary to remove the screw plate and before this is done, a wedge should be forced under the handle edge of the door to keep it in position and prevent undue strain on the other hinge whilst the job is being done.

Children sometimes swing on a door and strain it so that it drags on the floor. The fault is usually remedied by attending to the hinges as described above.

There is often difficulty in shutting a door because one of the tenons, which join all the horizontal beams to the vertical beams, is projecting a little beyond the lock edge of the door. Before paring off the projection, try to force it back by tapping it with a hammer, at the same time protecting the surface of the door with a piece of wood held over the tenon.

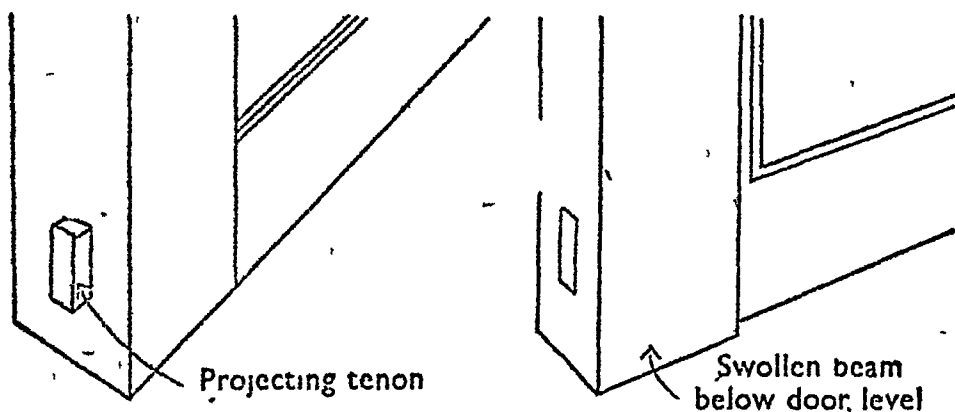
When it is in position again, hold it in place with a long thin nail driven in diagonally so that it passes through both tenon and vertical beam.

Creaking Door.—A creaking door can be silenced by rubbing the hinges well with the lead of a pencil or with a piece of dripping or lichen soap.

Draughty Door.—The unseasoned wood which is so often used in new houses shrinks as it dries out in the heat of winter fires, and draughty doors result. Many people content themselves by tacking strips of felt or rubber (sold for the purpose) round the inside edges of the door, but apart from its unsightliness, such a remedy cannot cure locks or bolts which fail to serve their purpose owing to shrinkage in the width of the door.

A much better and more permanent way is to take the door off its hinges leaving the hinges attached to the door frame, and to nail a thin lath of wood down the length of the door on the hinge side. Similarly add laths at the top and bottom of the door if necessary. Punch all the nails below the surface of the laths, and plane the laths down until the door fits. Finish by painting or staining the wood like the rest of the door. Then re-hang.

Swollen door.—Continual dampness often makes a door swell so that it will not shut properly. The only thing to do in this case is to cut away the surplus wood. Shut the door as far as possible and mark in pencil where the projection occurs. Then take the door off its hinges, leaving the hinges attached to the door frame, and plane off the unwanted wood. If the door has swollen in width so that it is necessary to take off a piece down the whole of its length, plane the surplus from the hinge side only, so that you do not interfere with the working of the lock.



11 *When a door will not shut properly, the trouble may be a projecting tenon or a swollen beam. In the case of a tenon, tap it back into position and fix it securely with a long thin nail.*

Now to re-hang the door. First place it in a half-open position with the hinged edge in place, and raise it slightly from the floor with wedges. Then, whilst another person holds it in position, put one screw in each hinge. Now test it for position by swinging it, and try the action of the lock. If all is satisfactory, finish screwing up the hinges, if not, you must notice carefully what adjustments are necessary and rearrange the screw holes accordingly.

Door Handle, Loose.—If you are troubled by a loose door handle, you will find that the screw which holds the knob to the spindle passing through the door is either very loose in its socket or falls out when the knob is turned. The screw can be kept in place by binding round the spindle two or three turns of adhesive tape wide enough to cover the head of the screw when it is in position.

Alternatively, you can buy

from an ironmonger a spring ring to which a peg is attached to take the place of the loose screw. Naturally, the peg must fit the hole in the spindle, and when it is in place, the spring keeps it in position.

Drawers, badly fitting.—Drawers in new furniture are often inclined to stick, usually because the furniture has been stored in a damp place and the wood has in consequence swollen. The remedy is to lubricate the runners with linseed oil or paraffin wax. Whatever lubricant is used, it should be rubbed well into the runners, and if they are found to be at all rough, they should first be rubbed smooth with coarse glass-paper.

If the drawers are stuck so badly that they will only open part way, the exposed part of the runners should be greased and the drawer worked in and out until it can finally be removed and attended to.

In Old Furniture, — *Loose*

Joints—When a drawer in old furniture begins to stick, it is usually due to wear, and the drawer should be examined carefully before any attempt is made to plane off wood which is causing the obstruction. It will often be found that the sides of the drawer are not exactly at right angles to the back and front, and one or more of the joints are loose.

If only one joint is loose and the wood has not worn down appreciably at the lower edges of the sides, work in some new glue, tap the sides in position again, protecting the dovetails from actual contact with the hammer by an odd piece of wood, and set the drawer aside until the glue is set.

If more than one joint is loose, it is best to take the drawer to pieces, scrape the joints free of old glue, and then glue them together again. When knocking the dovetailed pieces into position protect them as suggested above, and make sure that the sides of the drawer are at right angles to the back and front before leaving the glue to set.

Worn sides—In a new drawer you will notice that the bottom is fixed a short distance above the lower edges of the front and sides. Now the drawer slides on the lower edges of the sides and in time these get worn down, especially towards the back of the drawer, and as soon as the lower edge of the back reaches the level of the runners, the drawer begins to stick. This is best remedied as follows:

Cut off all the projecting lower

edge of the sides level with the bottom of the drawer and glue on new strips of wood of the same thickness as the sides of the drawer. Secure them with a few nails punched below the surface and, when the glue is set, plane off the strips until the drawer runs smoothly.

Split bottom—If the bottom of a drawer has split at a joint, it should be taken out and replaced, but if the wood itself has split, it should be replaced by plywood. **Earthenware, cracked**—**Lavatory basin**—Once a lavatory basin has been cracked so that it leaks, it should not be expected that a permanent repair can be effected, but the following temporary remedy is very good and may last quite a long time.

The materials you will need are paste, white lead, japanner's gold size and some adhesive tape. Make a putty with some of the size and the white lead, and then with a fine paint brush, work some of the gold size into the crack from the inside of the basin. Follow this with an application of the putty, pushing it into the crack with a knife, and finally levelling up the surface with the inside of the basin.

Repeat the process from the outside, and having moistened with the gold size a piece of adhesive tape long enough and wide enough to cover the crack completely, stick it over the crack on the outside of the basin.

When it is dry, it is a good plan to coat the tape with shellac varnish, and the basin should not then be used for a day.

Cooking basin.—A hole or crack in an earthenware vessel used for cooking should never be repaired with white lead owing to its poisonous nature, but a putty made from Plaster of Paris and white of egg can be used to fill the hole or crack safely and effectively.

Electric Repairs.—**Electric Light.**—There are usually several possible causes for electric lights giving trouble. The following are the most usual defects, in the most likely order of their occurrence, with their probable causes.—

1. *Light unsteady*—A connection has worked loose, the lamp-holder is faulty, or a flex is broken.

2. *One lamp fails*—The lamp filament has fused, a house fuse is blown, the lamp-holder is faulty, a switch is out of order or a flex is broken.

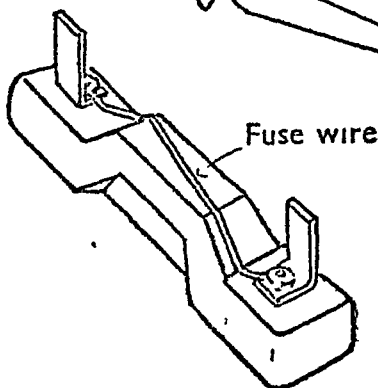
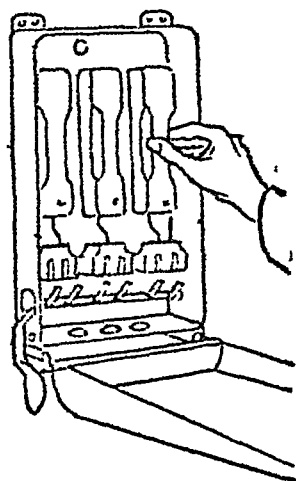
3. *Some, but not all, lamps fail*—A house fuse is blown or there is a short circuit.

4. *All lamps fail*—There is a breakdown at the power station or the main switch may have been turned off.

Fused lamps.—Every lamp bulb “burns out” in time—that is, the delicate filament inside the bulb breaks, and the electric current can no longer complete its circuit. If you suspect this cause, and cannot see the filament, clearly, test with another lamp in the same socket.

Blown fuse.—The house fuses are in a box, usually somewhere near the electricity meter, and the main switch is near by. They

Taking out the china bridge



12 To mend a blown fuse turn off the current at the main switch. Take out the fuse holder, gripping as shown, unscrew the burnt wire from the terminals and replace it with a new piece of the same type. Replace the china bridge.

will all be near the point where the mains wires enter through the wall and pass to the company's sealed fuses before connecting with the meter. The meter and the company's fuses should never be interfered with. Before attempting any repairs on the electric circuit, always turn off the main switch so that there is no danger of shock.

The fuse box acts as a junction from which pairs of wires radiate

to various parts of the house, each pair of wires constituting part of a circuit supplying current to a certain set of points. The fuses themselves are really safety valves—delicate pieces of wire which melt when the current becomes dangerous. Be careful to replace the fuse wire with wire of a similar type. If you put power circuit fuse on a lighting circuit, it may not melt when it should.

To fit a new fuse wire, a supply of which should always be kept at hand, first examine the little china bridges across which the wires run, and you will see which one requires attention. Take out the china bridge (if you have not already had to do so to locate the burnt wire), unscrew the old pieces of wire from the terminals, twist a new piece round each terminal in turn, and tighten the screw as much as you can with your fingers. Replace the bridge, and make sure that this is the only blown fuse before testing it. In some installations fuses go in pairs, and if one fuse blows the other blows too.

If, on turning on the current, the fuse melts again, the wires or some piece of apparatus, such as an electric iron or fire, must be out of order.

Faulty switch.—To examine a wall switch, first switch off the main, then unscrew the switch cover. Operate the switch and notice whether the brass blades which move with it fit well into the slots provided for them in the "on" position. If they do not, they can be adjusted by careful bending.

The most usual trouble with a switch is a broken spring. In this case it is better to buy and fit a new switch than to attempt to repair the old one. Before fitting a new switch, clean the ends of the conductors and close up the wires with pliers. Then thread them through the holes in the new switch, pull them gently to make sure they are not looped, and screw them into the switch.

Flex broken.—It is usually best to replace broken flex with an entire new piece, but if only an end appears worn, this can often be cut off and the flex used again. To attach flex to a wall rose or any other fitment, unscrew the cap and you will see that the two ends of the old flex are gripped in two screws, one on each side of a china bridge. Unscrew and remove the old flex, carefully noting just how it is threaded through. Do not touch the main wire (in the case of a wall rose).

Thread up and attach the new flex in the same position as the old, having first stripped off the casings for about $\frac{3}{4}$ inch, and scraped the wires clean, turned them back, and twisted the strands tightly together. In a lamp holder, after loosening the screws holding the wires, you will need to unscrew the back of the holder to release the wooden wedges which grip the flex.

Short Circuit.—If you suspect a short circuit, look for one of the following causes:—

1. A nail driven in the wall may have pierced the insulation of two adjacent hidden wires, which consequently short on each other.

2. Moisture sometimes penetrates the insulation of an exposed wire in a damp cellar, and eventually corrodes the wire. A new length should be substituted, and encased in barrel tubing.

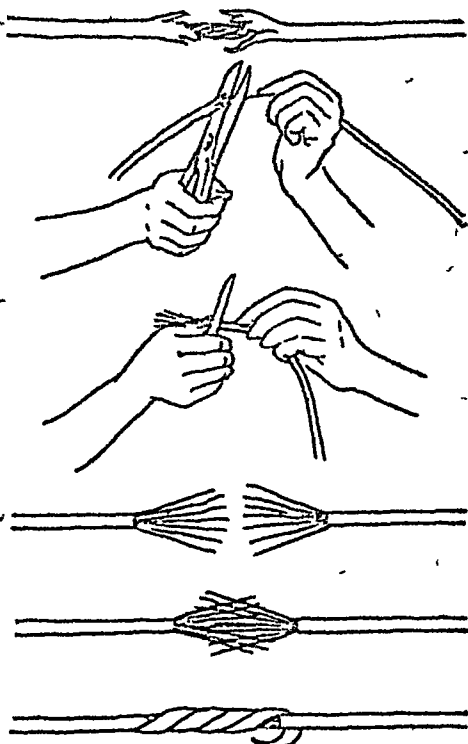
3. A junction box in a cellar may also be damp. Unscrew the lid and dry inside.

Loose Connections — When one lamp flickers continually, tighten up the screws holding the flex wires in the ceiling rose and in the wall switch.

Cause of Shocks — A shock experienced when touching a switch or a cased wire means that the insulation is faulty. You can protect the spot with insulating tape until the wire or switch is replaced—which should be as soon as possible.

Hot wires.—If flex connecting any lighting or heating apparatus to its point becomes at all heated, the wire in the flex is not heavy enough to carry the current. Change it immediately in order to prevent damage.

Electric Bells.—Electric bells are of two kinds, those worked by dry cells (batteries) and those run from wet cells. Dry cells, or batteries, are two cylindrical pots with a terminal on each, and require no attention, but must be renewed about every 18 months. Wet cells must be kept charged with a solution of sal ammoniac, 4 ozs to a pint of water, prepared warm. There is a pitch mark on the glass jar, and the fluid should just reach up to this. The cell contains a zinc rod which has to be replaced when eaten away by the solution. Bells can



13. To mend worn flex, cut out the worn part, pare off the outer casing and the rubber, separate and spread out the wires, clean them with sandpaper and twist the two ends into each other as shown. Cover the join carefully with insulating tape.

also be run from an ordinary small battery such as is used in an electric torch.

When a bell is out of order, the cause is most likely to be that the battery or cells are run down, that the connecting wires on the battery are dirty or that the bell-push is dirty, and contacts require cleaning.

Portable Electric Appliances. Usually it is unwise to attempt repairs to appliances themselves unless you have an intimate

knowledge of their make-up. The wires, however, which connect them to a plug or lamp socket, are responsible for many of their failures to operate. These can easily be reattached or replaced.

It is better, if possible, to plug an iron into the wall than into a lamp-socket, which is more easily damaged as it is constantly being moved. A cable, enclosing the two wires, is more durable and less inclined to kink than the ordinary twin flex. On a vacuum cleaner, the switch also can easily be mended.

In a bowl fire, the filament is sometimes broken by a fall. You can pull it out of its sockets and replace it with a new one, which is quite cheap.

File, to use.—A file should be held firmly at both ends and should be worked horizontally. The thing to avoid is a swaying motion.

Fire, to extinguish.—There's a critical moment in every fire when the prompt and correct action of the men, women and children concerned will make all the difference between disaster and security. Hence, a knowledge of the nature of fires and how to deal with them should form part of the mental equipment of every responsible person. Let me tell you how to equip yourself to fight a fire, should you ever be called upon to do so.

Extinguishers.—*Water.*—The simplest, most frequently available and at the same time the most reliable fire-extinguisher appliance is the bucket of water. If noticed soon enough, most

fires can be extinguished or at least kept under control by the use of a few buckets of water. It should be kept in mind, however, that water must be applied for a sufficient length of time in order to cool the heated material to below burning point, otherwise there is a danger of the fire breaking out again. *It is highly important always to keep in mind that water should not be used to extinguish fires which involve the following materials: petrol, paraffin, oils, greases and fats, spirits, electric apparatus, lime and calcium carbide.*

Chemical extinguishers.—If you are installing a fire extinguisher in your home, you have various kinds to choose from. In any case, you should see that not only yourself, but every member of your household, thoroughly understands how to use it. Most chemical fire extinguishers depend upon the generation of carbon dioxide gas by the action of an acid upon an alkali. These appliances usually consist of a cylinder containing a solution of bicarbonate of soda, and suspended within the cylinder is a receptacle containing sulphuric acid. By a simple mechanism the acid can be made to come in contact with the alkali and the gas thus evolved is at a sufficient pressure to force the water along with the gas from the cylinder through the nozzle of the appliance. Some varieties of chemical extinguishers contain carbon tetrachloride which, under the influence of heat, produces a black vapour, thus smothering the flames by excluding air. This

type of extinguisher is commonly used in petrol and electric fires.

Dry Fire Extinguishers.—(a) One of the most frequently used and effective fire extinguishers is *sand*. When this material is thrown upon a fire it smothers the flames by excluding air. It is important that the sand should be fine and not caked. Silver sand is best for this purpose. (b) *Sawdust*, when mixed with bicarbonate of soda (one bushel of sawdust to ten pounds of bicarbonate of soda) constitutes a useful dry extinguisher, being efficacious in smothering petrol, spirit and oil fires.

Fires Involving Persons.—Immediately get the person to lie down on the floor. Seize a rug, overcoat, blanket, carpet or other woollen wrap and, approaching with the blanket in front of yourself to give protection from the flames, *roll the burning person in the blanket*. In the case of a woman, it is always advisable to make certain that the undergarments are not smouldering. Extensive injuries may be caused in this way owing to the sufferer being in a state of shock, and unable to inform the rescuer of her plight. Once the fire has been completely extinguished, send for the doctor, and meanwhile treat for shock.

Household Fires.—Presence of mind is the first essential in dealing with household fires. If discovered sufficiently early, a few buckets of water, or even a siphon of soda water, will subdue most fires. Should an *oil lamp or stove* be overturned, the flames may be

extinguished by smothering with rugs or mats, and if flower pots are handy the soil may be used to soak up the oil and to exclude the oxygen necessary for combustion. *Curtains, blinds, or hangings* which have caught alight from being blown against an incandescent gas light or a candle should be torn down and smothered upon the floor by an available rug or carpet.

Celluloid—Cinematograph films have made their appearance in the house with the advent of the home cinema machine, and, as some of these films are made of celluloid, a very inflammable material, the danger of fire must always be kept in mind. Should a film catch fire, it is generally best to allow it to burn out—provided it is not likely to do much damage to the property. If water is applied, dense fumes are generated which are rather terrifying. A damp blanket, applied immediately, is the best way to control a film fire.

Much the same applies to other celluloid articles which have caught alight. A large quantity of water thrown with force may knock out such a fire, but as a rule (especially if the article is a small one, such as a toy), it is advisable to allow it to burn out and direct attention to protecting the objects or persons in the vicinity.

Chimneys are apt to catch fire if soot is allowed to accumulate and is not removed at regular intervals. Throw coarse salt or sulphur (if handy) on to the fire in the grate with the object of

exhausting the oxygen in the flue. If sulphur is used, open windows and doors to obviate sulphur dioxide poisoning. If soot is burning in any of the ledges or bends—or if any woodwork is alight—water will be necessary or a chemical fire extinguisher can be used. In the case of chimney fires it is important to make sure that any wood which has been built into the brickwork is not smouldering. Serious fires have often resulted from neglect of this simple precaution.

Gas Fires—Should the gas from a broken pipe get alight, immediately turn off the gas on the gas company's side of the meter.

Electric fires are generally caused by short-circuiting of the current, and the first thing, therefore, to be done is to cut "dead" the circulating current at the main switch at the meter. If it is thought that the extent of the fire does not warrant cutting off all the current (as in a large house) and light is required elsewhere, only the local fuses need be removed. It is important *not to use water or chemical extinguishers charged with water* in subduing fires caused by electrical apparatus until the current is switched off, but dry earth, ashes or sand may be used. Once the current is cut off, the ordinary methods for fire extinguishing are applicable. Electric fires are also caused by the overheating of a fuse when the fuse-box is made of wood or by an excess current overheating the wiring (possibly

aged) which is behind wooden mouldings. It is always essential that fuse wire of the correct size and composition should be used. On no account should copper or brass wire be used.

Grease, fats and oils, used, for example, in domestic cooking, require considerable care in extinguishing should they catch fire. If water is forced or splashed into the receptacle containing the flaming material, the burning particles may be scattered and the fire spread to adjoining objects. Then burning fats produce a tremendous heat which sets free explosive gases. It should also be noted that when fats are subjected to a temperature above 500° F, gases are liberated which may spontaneously burst into flame—without the application of a naked light.

In extinguishing burning fats, or oils, *do not use water*, but should the receptacle be of moderate size, fling a damp rug or some such covering over the top and retain it sufficiently tightly to exclude the air. If an asbestos sheet is available, this, of course, would be best. Dry sand or soil is also effective for controlling such fires.

Petrol fires are exceedingly difficult to control, owing to the readiness with which the highly inflammable vapour is given off, and the chief objective in dealing with such fires is to prevent them spreading to neighbouring objects or property. Sand or soil is of little value, for the vapour is still given off and continues to burn.

The best extinguisher (other than a chemical one) is a light substance which will float on the surface, such as sawdust and bicarbonate of soda, or flour, and will thus exclude the air. Throw these substances with a swinging action on the burning petrol, starting at one side of the fire and driving the flame to the other. Objects in the vicinity of a petrol fire should be sprayed with water in order to prevent their adding to the conflagration.

Calling the Fire Brigade.—Most districts are provided with a public fire alarm, which is easily operated, and every household should know exactly where it is situated. These street alarms usually necessitate the person giving the alarm waiting until the arrival of the fire brigade with the object of directing the brigade to the site of the fire. Public telephone boxes can also be used for the purpose of giving a fire alarm, and in the London area it is only necessary to dial 999.

If the fire is so extensive that it becomes necessary for the inhabitants to evacuate the house, *endeavour to have all the doors and windows closed* until the arrival of the fire brigade. Ingress of air is prevented this way and the spread of the fire is hindered. *In escaping from a smoke-filled room*—remember that the air is *clearest near the floor*, and therefore the exit should be made by crawling. A wet handkerchief or cloth held or tied over the nose and mouth will also facilitate matters.

TO PREVENT FIRES IN THE HOME

1 Don't use paraffin for lighting a fire

2 Be careful not to have gas turned too full on when frying

3 Never put a poker in the fire unless you mean to stay by fire as long as the poker is in

4 If a lamp gets upset and the oil goes on fire, throw a heavy mat or a rug over it at once to exclude the air. Never throw water on it. This only spreads the flames.

5 Never clean anything with petrol or benzine in a room where there is a fire

6 When filling a lamp with paraffin or naphtha, fill only to within an inch of the top to allow the spirit to expand with the heat

Floors, to stain or varnish.—

If you are treating a new floor, stain or varnish can simply be applied according to the instructions on the tin. All varieties of floor stain can nowadays be procured ready prepared from your ironmonger. An old floor, however, will probably need attention before it is fit for staining.

Fill in nail-holes with putty or equal quantities of putty and white lead, mixed with a little dry colour to tone with the stain you intend to use.

If any of the joints have sprung apart, secure some strips of wood and hammer them in between the joints till they go a little below the surface of the floor, then fill up the space as suggested for nail-holes. Leave till firm and then treat as you wish. Sur-

rounds should be prepared in the same way.

It is very likely the floor will require two coats of stain or varnish. If so, let the first coat harden, before applying the second. Then leave for a week before polishing with beeswax and turpentine.

To Re-stain a Floor.—If the floor has already been stained once or more before, first scrub with hot soda water, then wash and rinse well in clear warm water to remove all traces of soda. Allow the floor to dry thoroughly before applying the new stain. It is advisable to test a tiny patch first. If the old stain discolours the new or "bleeds," as the saying goes, varnish the floor with shellac before staining.

To Treat Linoleum.—Floors laid with old linoleum can be treated as suggested for old wood flooring so long as the linoleum is not worn. Scrub with hot soda water, as suggested for stained floors before painting. If you only want to varnish it, choose a hard undercoat varnish.

Forks, to repair.—Prongs which have worn rough can be smoothed off with a file. Bent prongs can be straightened by inserting the wedge-shaped end of a screwdriver between these prongs which are too close to each other and gradually forcing them apart by pressure.

Furniture Legs, to repair.—Plain legs.—Straight or tapered legs with plain surfaces, as in kitchen tables, are easy to repair if the break runs down at an

angle as the two sections can be glued together and secured with a couple of long screws. Drive the heads of the screws right into the wood and conceal them with small wooden plugs or with plastic wood pressed into the holes.

If the leg has broken straight off, you can only replace it with a new leg, or else splice a new piece on to the old one, as a join straight across would be too conspicuous. To splice, the old upper section of the leg and the new lower section should be cut diagonally to fit into each other. Then glue and screw together as already described.

Turned Legs.—If the break is oblique, thin twisted, tapered or turned legs can be glued carefully, and bound tightly with tape or soft cord till set.

If the break is straight across, a "dowel" should be fitted into both ends before bringing them together. To do this, bore a hole, with brace and bit, about 2 inches deep in the broken ends, and glue in a hard wood pin (dowel). The pin must fit tightly, and be a little less in length than the combined length of the two holes. The surfaces should be glued at the same time and pressed well together.

This is rather a difficult and unsatisfactory operation, and it is really better to get a cabinet-maker to fit a new leg.

Gas Appliances, care of.—Any type of gas appliance may need a certain amount of adjustment at times and, above all, it often requires careful cleaning.

Insufficient Gas.—There are a number of causes which prevent an adequate supply of gas. Here are some of them.—

1. *Too small a pipe* (for gas cookers you need at least $\frac{1}{2}$ inch) or, in the case of a geyser, too small burners.

2. *Too many offshoots* from one supply pipe.

3. *Dirty burners or feeds.* Clean these out periodically with wire, and wash cooker burners with strong, hot soda water quite frequently. In the case of a gas fire, detach the fire with the help of pliers, gripping the control tap or the union, then remove and clean the radiants clean the feeds, burners, the gauze in the burners and the flue pipe. Clean the burners of a geyser with a small brush, keeping them free from soot and verdigris.

4. *Leaking Joints*—These should be mended by the gas company or a plumber. A badly-fitting oven door can often be tightened up at the handle or the hinges.

5. *Stopped Pipe.*—The gas pressure may not be up to the average because some section of the piping needs "blowing through," or the control tap may not be working properly. Sometimes gas fire taps become strained through being too stiff, and need replacing.

Too Much Gas—A yellow flame indicates this condition, which is one of the causes of "smothering." The feeds can be made very slightly smaller by hammering them very gently all

round the edge. Sometimes the burner requires to be reset in order to admit the right amount of air for proper combustion. There is a screw on the end of most fittings, and when this is loosened the air opening can be regulated until the flame is sharp and clear.

In a gas fire, the air opening almost certainly needs adjustment if you have a noisy flame, if lighting back occurs, or if the gas is smelling when alight.

Ventilation.—The ventilation of a gas fire fitted in front of an ordinary grate is sometimes unsatisfactory if (a) the fire is too near the chimney, (b) it is fitted to the grate without any opening at the bottom of the latter, producing too much draught, or (c) with too much opening, producing no draught.

When using a geyser it is of the greatest importance to see that there is a door or window open, that the flue pipe leading outside the room is not defective in any way, and that the gas is always turned off before you enter the bath.

On a windy day down-draught may blow the gas out or may so smother it at frequent intervals as to cause a most unpleasant smell of gas. A baffle fitted to the flue will deflect the down-draught away from the burners into the room. Escaping (unlighted) gas contains highly poisonous carbon monoxide, and the products of combustion, though less dangerous, have very irritating effects if there is no proper outlet for them.

Gas, Escape of.—The moment you find an escape of gas, open the windows and turn off gas at company's main. On no account light a match to inspect the cause of trouble. Use a torch. No flame of any kind should be taken into a room where there has been an escape of gas until the doors and windows have been open for 15 minutes. Here are some points to remember to prevent an escape of gas—

1. Always turn each tap off before turning gas off at meter at night

2. If there is a leakage, you can sometimes stop it temporarily with a piece of yellow soap. Call in gasfitter at once

3. Carefully read and follow all instructions given with gas heaters

Geyser, care of.—See GAS APPLIANCES, CARE OF.

Glass Cutter, to use.—Hold the glass cutter slightly inclined to the vertical between the first and second fingers and draw it along the edge of a ruler or tee-square. Do not grip it in the hand and press it into the glass with the first finger. Only draw it across the glass once.

Then, holding the glass firmly on either side of the scratch, give it a snap, when it will break cleanly along the scratch. A double scratch made by the cutter often causes splintering and a jagged edge.

Glue, to use.—To make glue you must have a glue-pot, either a proper one or a strong, water-tight tin standing in a saucepan. Half-fill the lower part with

water, and put some glue, either in powder form or part of a cake of "Scotch" glue, well broken up, into the upper part and just cover it with water. To break up solid glue, which is very hard and brittle, wrap it in a cloth or strong paper-bag and strike it with a hammer. Special isinglass, heated in the same way, should be used for very fine, clean joints.

Stir the glue frequently with a stick, over the fire, till it is all melted. It should be just thin enough to run—not drip—freely from the brush. If it is too thick the surfaces to be united cannot be brought close enough together. Use a small brush for fine work, and a big one for larger areas, as it is essential to complete the gluing operation very quickly, for the glue becomes stiff immediately it cools.

To apply the glue—Have everything absolutely ready before you remove the pot from the fire. Heat the ends of the joints in cold weather, being careful not to scorch the wood. Apply the glue liberally and quickly, and push the joints home at once, then hold them together with a clamp or other means for at least six hours.

When two boards are being joined edge to edge, rub these backwards and forwards once or twice when you put them together to squeeze out any superfluous glue.

If possible, clean any glue off the surface of the wood before it hardens, using a rag dipped in hot water. You must not allow

glue to touch a surface which you intend to stain or polish. Hard spots can be chipped off with a chisel.

When repairing.—Always remove any old glue clinging to the wood. You can roughen smooth surfaces with coarse sandpaper and they will stick more firmly. Cold glue, sold in tubes and tins ready for use, is very handy for small repairs.

The motto for glueing should be "Fit, Speed, Pressure and Rest."

Gutters, care of.—Clean your rain-water gutters out occasionally, if you possess a ladder, and paint them inside with red lead paint. At the same time replace any loose or missing screws, using large washers in addition if the old holes have become too big for the screw-heads.

If a break occurs in the cast-iron, a single section of gutter can easily be replaced, but it is useless to try to solder it.

Rainwater pipe-heads should have wire cages to prevent blockage by leaves, birds' nests, etc.

Kettle, burnt.—Pans and kettles which have been burnt through are best repaired with the various types of repairing plugs sold for this purpose. Soldering is a tedious process which is often of little avail when the metal surrounding the hole is too thin to hold the solder.

Knife, to repair blade.—If you have an oilstone it is unnecessary to discard a knife which has lost its edge or which has be-

come notched through careless use. The knife that is merely blunt is easy to deal with.

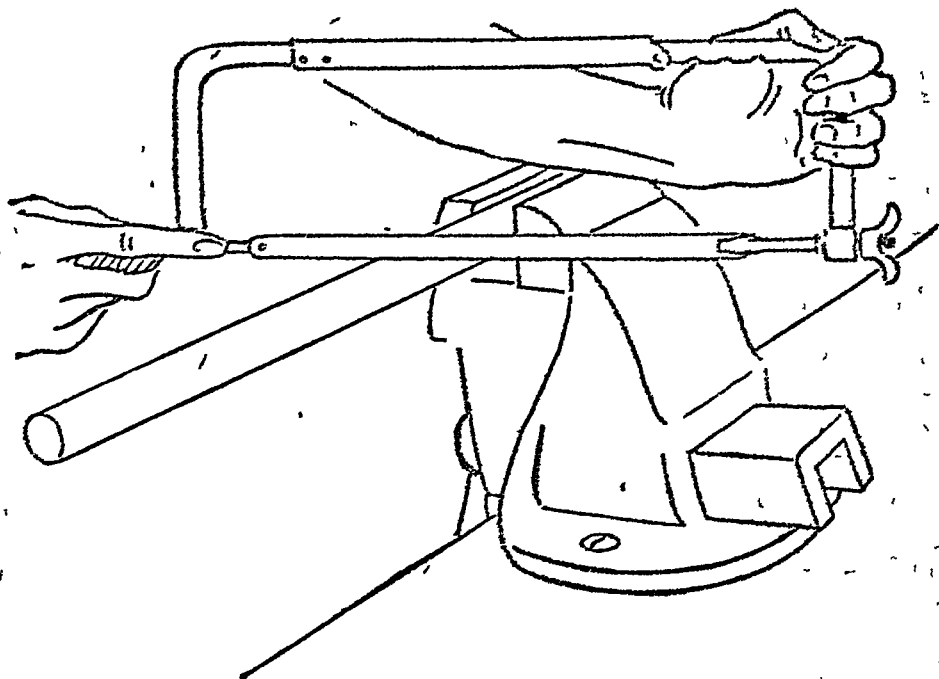
First pour a few drops of lubricating oil on the stone, then, holding the knife in the right hand with cutting edge towards you and pressing the blade flat on the stone with the fingers of your left hand, draw it diagonally across the stone from the near to the far side. Notice that the knife should travel away from its cutting edge, and that the diagonal motion brings all parts of the edge in turn into contact with the stone.

Repeat the motion several times, lifting the knife from the stone and taking it back to the starting-point for each successive stroke. Then turn the knife over and with the cutting edge away from you, draw the knife diagonally across the stone towards you. Repeat for as many times as you did with the first motion. The butcher's steel gives only a temporary sharp edge, whereas an oilstone gives a more lasting effect.

Notched edge.—A notched knife edge must first be worn straight on a grindstone or, failing this, on a smooth, hard stone. Do not use your oilstone or it will be spoilt.

The stone should be kept wet, and the blade of the knife upright. A forward-and-backward motion should be used. When the edge has been levelled it should be sharpened on the oilstone as described above.

A thin or jagged knife tip



14 *How to cut metal — Fix the metal securely in a vice. Hold the hack-saw vertically and draw it backwards and forwards firmly across the metal but do not press. The saw cuts through the metal by its own weight.*

should be trimmed roughly to shape with metal snips before using the grindstone for final shaping and the oilstone for sharpening.

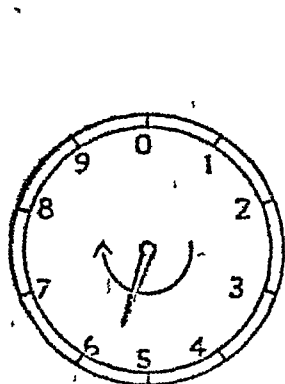
Rustless steel knives should not be sharpened on an oilstone. This type of knife can never be made as sharp as the older type of steel knife, but its edge can be improved if it is drawn backwards and forwards over a leather strop as one would sharpen a razor.

To repair handles.—If you have a knife with a loose handle, first examine it to see if there is a pin-head visible in the side or end of the handle. This type of knife can only be repaired after

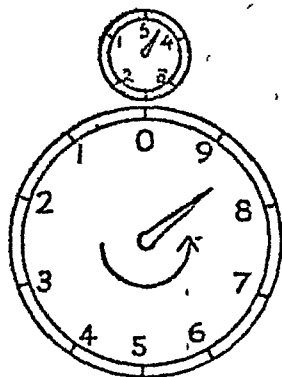
drilling out the pin, and may not be worth the trouble to repair it. If there is no visible pin, you may assume that the knife tang is held in the handle by resin only.

First, either heat the blade in a flame or place the knife in hot water till the resin is melted and the blade can be drawn out of the handle. When the blade has been thus removed, the old resin must be cleared out. A piece of thick wire heated red hot and worked about in the handle will melt the resin so that it can easily be removed.

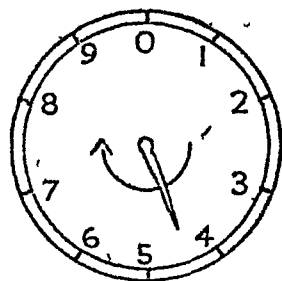
To re-fix the blade in the handle, fill the hole with fresh melted resin and, having heated



Each div. 10,000



Each div. 1,000



Each div. 100

15 *How to read the gas meter*—The three dials show (from left to right) the ten thousands, thousands and hundreds figures in the number of cubic feet—those in the drawing read 58,400 (292 therms). The centre dial works in the opposite direction to the others. To find the amount consumed, subtract the previous reading from this one. The small dial is used, if necessary, for testing.

the knife tang, press it into position. The resin hardens in a few minutes and any surplus which has overflowed can easily be removed. Resin can be bought at any oil-shop.

Note—This process is unsuitable for xylonite handles, as they are inflammable.

Alternatively, plastic wood can be used to fix the knife tang in the handle. In this case no heat is necessary, but once the tang has been forced into position in the plastic wood, it should be undisturbed for a few hours, to allow the wood to set firm.

Locks, to mend—If a lock does not spring back when the handle is turned, it usually means that the spring has gone. Unscrew and remove the handle and then take the screws out of the lock. Remove the broken spring and buy one of the same size. Place in exactly the same position as you found the broken

spring. Screw back on the door. Before screwing down, however, replace the handle in its socket and see if the lock works properly.

Metal, to saw—For cutting metal, a hack-saw is the best tool to use. Try to arrange the metal horizontally so that the saw is held vertically and cuts through the metal by its own weight. Guide the saw with your right hand, steady it at the far end with your left, and avoid pressing down into the metal. Hack-saw blades are renewable.

Meters, to read—**Gas Meters.**—Most household gas meters have three dials in a row, and the hand of each points to zero when the meter is first installed.

Each division of the right-hand dial indicates 100 cubic feet of gas—up to 1000. Each division of the centre dial indicates 1000—up to 10,000. Each division of the left-hand dial indicates 10,000—up to 100,000 cubic feet. The

hand of the centre dial works in the opposite direction from those of the other dials.

When calculating the number of cubic feet of gas consumed, start at the left-hand dial and take the figure which the hand has passed (not the larger one which the hand is approaching, even if it is very near to it). This figure will indicate so many ten-thousands. Similarly, the next dial will indicate so many thousands, and the last so many hundreds, which is the smallest number reckoned in the charge. From the total figure arrived at, deduct the figure noted by the gas-man on his last visit. The result is the number of cubic feet of gas consumed since.

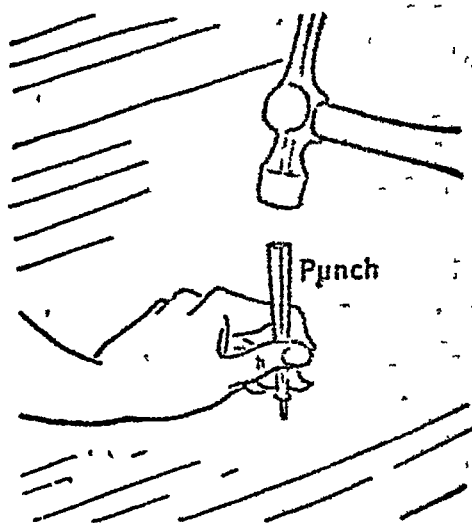
The price of the gas is a little complicated to arrive at. Take the number of cubic feet consumed, multiply this by 500 (there are 500 British Thermal Units per cubic foot, unless otherwise stated by the gas company, as the number sometimes varies), and divide it by 100,000 (a therm is equal to 100,000 B Th U, and gas is charged at so much per therm, the amount varying with different companies). The resulting figure shows the number of therms to be charged for. One British Thermal unit equals the amount of heat required to raise 1 lb. of water 1° F.

Electricity Meters.—Either there is one simple dial, revealing the total number of units consumed, or there are four dials—with the hands of adjacent ones turning in opposite directions—

which are read in the same way as the gas meter dials. The only difference is that the first dial gives thousands, the second hundreds, the third tens and the fourth units. The *higher* of the two figures between which the hand points is taken in the case of the units dial only.

Mortar, to mix.—The composition of mortar varies considerably with the type of work for which it is used. A very good mix is one part cement to one part builder's sand. The usual mortar for brick work consists of two parts cement to three parts sand; a very poor mixture employs as much as six parts sand to one of cement.

Nails, to drive in.—To drive a nail into a piece of wood that is to be stained and polished, protect the surface of the wood by a punch held over the head



16. Use a punch to prevent the hammer marking the surface when you are driving a nail into wood.

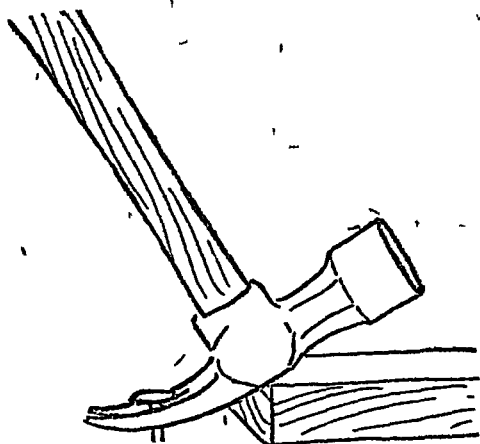
of the nail whilst the hammer completes the work

Nails in a brick wall.—Driving a nail into a brick wall presents a certain amount of difficulty. Having determined where you want your nail, it is necessary to find a place as close as possible to the chosen spot where the nail can be driven into the mortar between the bricks. Use a fine bradawl or a finer nail to do this, working gradually away from the marked spot so that the first holes will subsequently be covered by the hanging object.

When knocking fails to send the nail in to any appreciable depth, the change in sound will also indicate that you have struck a brick face and you must try again. When the first nail goes in further with each knock of the hammer, withdraw it carefully, and drive in the thicker permanent nail with a slight downward tilt.

Nails in a lath-and-plaster wall.—If nails in a lath-and-plaster wall are required to take any considerable strain, they should be driven into the beams on to which the laths are nailed. The positions of these beams can be found by looking for nails in the skirting-board. If nails are driven in the wall anywhere vertically above the skirting-board nails, they will be almost certain to enter a supporting beam.

To Remove Nails.—To withdraw a nail which projects a little way from the wood surface, place a thin piece of wood close up to the nail and, gripping the



17 *When withdrawing a projecting nail from wood, place a thin wood block under the head of the hammer. This will prevent splintering, preserve the surface and help in levering the nail from its socket.*

nail-head in a claw-hammer, rest the hammer-head on the small piece of wood, and use it to lever the nail out of its socket. The wood block both facilitates the withdrawing of the nail and prevents the surface of the wood from splintering.

Alternatively, grip the nail with pincers and wrench it out if there is no need to preserve the surface.

Paint, to apply.—Before applying any paint, first prepare the surface which is to receive it. Rub down an old painted surface with "wet and dry" glasspaper, used very wet. Finish with a fine pumice powder and soap when a specially smooth result is desired. Dry the surface. If the old paint is pitted and cracked, and not merely must all be removed by a blow-lamp or a l.

mover and a scraper. It is *most* important that prepared surfaces should be perfectly clean and smooth.

Old unpainted woodwork must be well washed and then rubbed down with "No. 2 Fine" glass-paper. New woodwork needs, at the most, a little touching-up with this glass-paper.

To choose the paint.—When buying your paint state whether it is for indoor or outdoor work, as lead pigment, which is often used to give body, is poisonous and should not be used indoors. A high percentage of linseed oil in paint makes it glossy, and turpentine gives a matt effect.

Priming Coats.—These should be of a thin consistence (thinned with turpentine). Two or three under-coats will be necessary, each in turn being rubbed down when quite dry with fine glass-paper. They should be laid on as thinly as possible, and well worked in with the brush. When buying your finishing paint, enquire whether there is a priming paint especially suitable for it.

Finishing Coats.—A finishing coat or "gloss" is applied in one heavy layer—not worked in like the priming coats. Carefully sweep the brush in one direction only, using no more strokes than necessary. Use only the tip of the brush, well filled with paint, so as to leave no brush marks, and keep the edges of the work wet until you reach a convenient stopping place. Cellulose paints are now largely employed as they are easy to apply, dry quickly and have a glossy finish.

Paint Brushes.—Make sure that your brushes are quite clean and pliable. They should be well washed after use in hot water and soap flakes, and stored with the bristles in raw linseed oil. Soak new brushes in water for 12 hours to swell the wood and keep the bristles firm. Use an oval-ended brush for ordinary paints, and a chisel-shaped brush for enamels.

Painting on Iron.—Red lead paint is used as a protective priming coat for iron. When large surfaces such as galvanised roofs have to be painted, an iron oxide paint called "Haematite" is usually employed.

Pipes, burst.—The treatment for burst pipes depends on whether the pipes contain hot or cold water. If cold, turn off at the main at once and have the burst repaired. To prevent pipes bursting in frosty weather, wrap all pipes exposed to the open air thickly with sacking. If hot, turn on the hot-water tap full and put out the fire at once, to avoid accidents.

You should be very particular about having your boiler cleaned out according to the instructions of the supplier. Furred pipes are the usual cause of hot-water pipes bursting. If left too long, you may have a burst boiler.

Plaster, cracked.—Cracks in plaster are repaired with a special thin cement sold for the purpose.

Roof, leaking.—To replace tiles. If a tiled roof leaks you may be sure one or more of the tiles is loose or broken. Tiles are

hung, by their upper edge, which is curled under, to the wooden battens of the roof, and in every fourth or fifth course the tiles are nailed to the batten, through the holes in their upper edge. Tiles that are not nailed can sometimes be replaced from inside, if it is possible, to get under the roof and if the battens are not too near together. It is easier, however, to work from a ladder outside if the broken tile is near the eaves.

To remove a broken tile, simply lever up the overlapping tiles, carefully with a screw-driver or trowel, and prop them up with slips of wood or cork while you work out the old tile and slip in a new one.

Tiles that are nailed should be replaced without nailing the new tile, though the nails must be removed. A "slate ripper" (see below) can be used for this.

To replace slates.—All slates are nailed, either near their top edge or on each side of the centre, as they have no hanging edge. You can pull out the nails or remove their heads with a special tool called a slate ripper, which is slipped under the slate.

To fix a new slate, you must nail a flat and narrow strip of metal to the centre of the exposed woodwork, allowing it to hang down a couple of inches or so below the bottom level of the new slate—which you next slip into position. Turn the end of the metal strip up over the edge of the slate, and it is then firmly secured.

Wooden Roofs.—Old wooden

roofs which have become thoroughly unweatherproof can be covered over with tarred roof felting, which will make them absolutely watertight. A small leakage should be patched with a piece of felting fixed in position, with felt composition.

Sash, to put in order.—The old-fashioned sliding-weighted window sash is apt to stick at times. This may be due to swelling from rain, too much paint on the frame, or warping of the sash, battens or frames.

If the point of sticking can be located, remove the sash by prizing off the beading, and then pull the sash down so that the edge or side can be scraped. If more wood has to be removed than can be taken off by a scraper or glasspaper, make the sash-weight cords secure and detach them from the sash. You can then plane off some of the frame, replace the cords, and return the frame to its place.

Be careful not to make the sash so loose that it will rattle in dry weather. If the upper sash has to be taken out, you will have to remove the lower one first.

Hinged casement-window sashes give trouble either through swelling of the wood from wet, or from the pulling out of the tenons. Remove the sash by taking the hinge screws out of the frame. Then plane away the excess, or drive home the tenons, using a heavy hammer, and putting a piece of wood against the frame to protect it from damage by the hammer.

Make sure that the lights are truly placed before hammering, or you may break the glass.

Loose Windows.—Sliding windows can be secured by flat wooden wedges pushed between the sash and the beading. Attach a cord to the wedge to prevent it from being lost.

A hinged window may be tightened by screwing a thin slip of wood to the sash on the side where there is the greatest gap.

Broken Sash-cords—The window sashes must first be removed. You will then see a short length of casing between the battens which covers the cavity containing the weights. You can take this off quite easily. Measure a new length of cord by an unbroken one. Fix one end to the sash, pass the other end over the pulley in the window frame (with the help of a piece of string and a weight mouse if necessary), and then attach the weight. Then drop it down and replace the weight casing and the window.

Screws, to insert.—Before inserting a screw, you should bore a guide hole into which the screw can be fitted. Near the top where the screw shank will fit, the hole should be larger, so that the screw thread will fit in it loosely, but lower down care should be taken that the guide hole is small enough for the screw thread to grip the wood securely. It is also a good plan to cut out a resting-place for the screw-head.

To Remove.—First clean the groove in the head of the screw

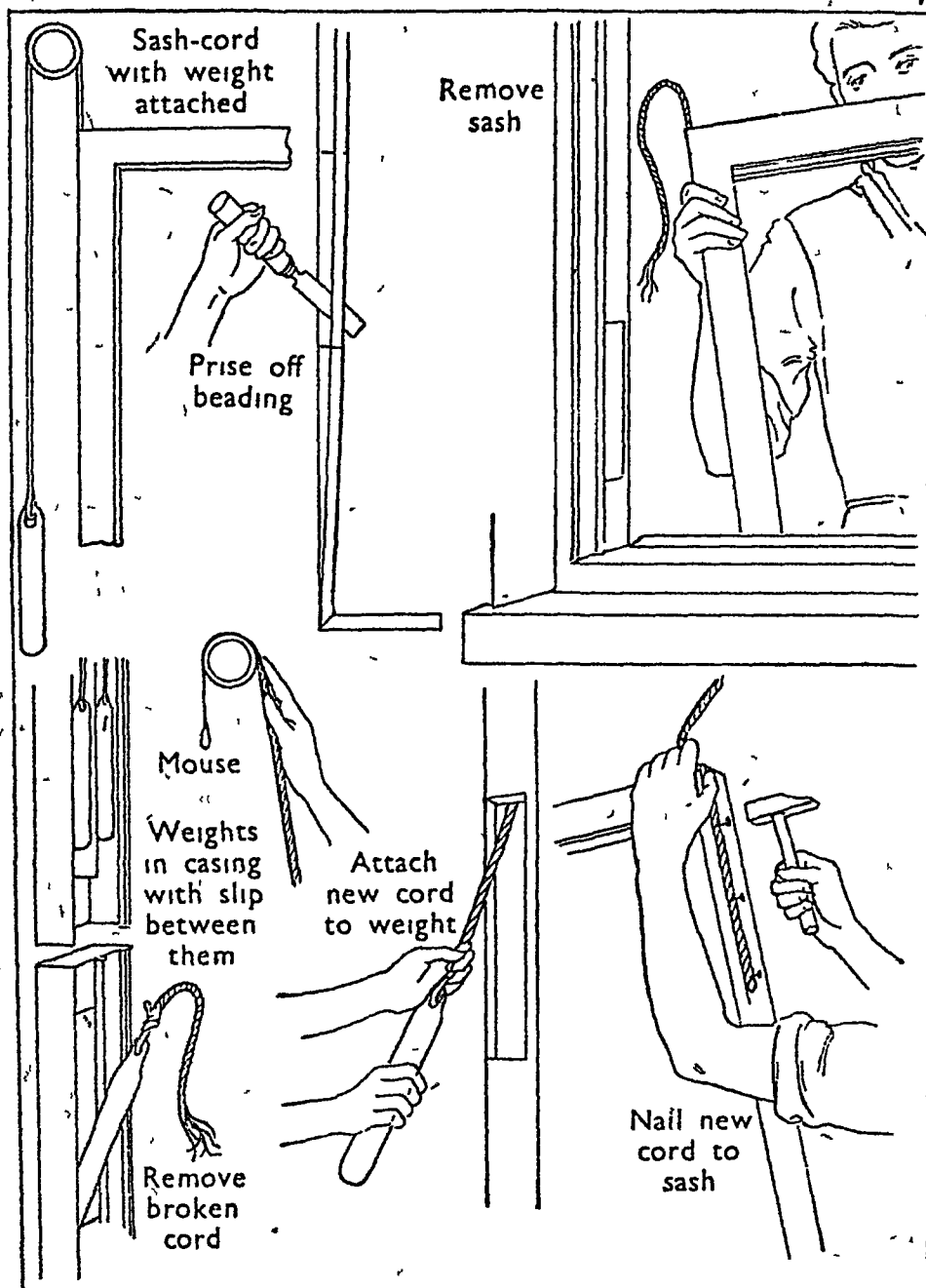
so that the screwdriver can get a good grip. Then, with considerable downward pressure, give it the first turn. If the driver slips through insufficient pressure, the groove may be worn so that the screw is very difficult to remove.

A little paraffin applied round the screw-head will ease a stubborn case. Again, a heated iron applied to the screw-head makes the metal expand, and when it cools down again the screw should be looser in its socket.

Soldering.—For your soldering outfit, you will need two soldering-irons—a very small one for delicate jobs, and a large one for bigger jobs, since a small iron cools too quickly for these. You will also need a tin of fluxite and some sticks of solder.

To prepare the iron.—You must first "tin" a new iron by filing the sides of the point about $\frac{1}{2}$ inch up so as to freshen the surfaces, and then coating them with a thin layer of solder. To do this, heat the iron over a gas ring, in front of a clear fire, or over a bunsen burner, until it is hot enough to char paper. Dip the point into fluxite, then press it on to the solder stick, and smooth the melted solder over carefully. Repeat the process till each side of the point is coated thinly and evenly.

To use the iron—Never allow the iron to get too hot, or the tin will come off, but always have it hot enough to char paper. The surfaces to be soldered must be perfectly clean. If they are



18 HOW TO MEND A BROKEN SASH-CORD

It is quite an easy job to mend a broken sash-cord once you understand how the window works. The mechanism of cord and weight is clearly shown in the drawing, with the various steps towards repair. First of all prise off the beading, then remove the sash and uncover the weight.

of iron, solder will not adhere, unless they are first "tinned" as described above. Put a very little fluxite on the surfaces, then heat them with the iron, apply a little solder to the point, and run this over the joint or hole to be soldered.

Always use as little solder as possible, and heat the iron again if necessary to mould the solder into a neat shape.

Spoons, to repair.—If the edge of the bowl of a spoon has worn rough, it can easily be smoothed with a piece of fine glasspaper.

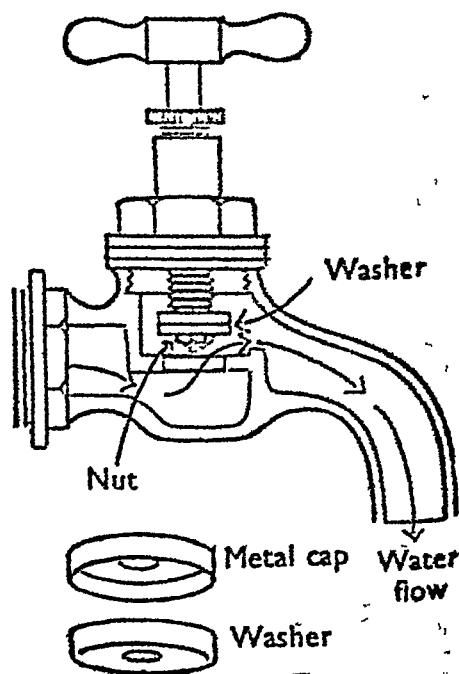
To straighten a bent or twisted handle, wrap the end in thick woollen cloth and grip it in a vice, then, use your fingers or a pair of pliers to correct the shape. The jaws of the pliers will not scratch the metal if you place a piece of cloth between the jaws and the spoon handle.

Washer, to replace.—When replacing a washer on a tap, first turn off the water supply. For a cold tap on the main, turn off the stop-cock, which you will find on the main pipe near where it has entered the wall—usually in the scullery—or under a lid in the ground just outside this point. Other cold water taps are usually fed from a cistern. Turn off the stop-cock on the pipe leading directly from it, if there is one. If there is no stop-cock, you can improvise one by pointing a long stick, wrapping a small strip of cloth round the point, and pressing it down the outlet pipe inside the cistern. This will save you the trouble of

running off all the water in the cistern with the main stop-cock closed.

Never empty the hot-water supply while the water-heating apparatus is functioning. There should be a stop-cock between the kitchen boiler and the hot-water tank, or one at the outlet to the latter, which can be turned off when hot-water taps are being re-washed. If you are expert, you may be able to replace the washer while the tap is running by turning on others at the same time to reduce the flow.

To fit the washer.—First run off any water left in the pipe.



19. To replace a worn-out washer, turn off the water (see text), unscrew, if necessary, large and small nuts, insert new washer and replace.

Then unscrew the tap with an adjustable spanner (unscrew clockwise on most taps) Next, with pliers, unscrew the small nut holding the broken washer and remove this. Screw on the new washer, and put the tap together again.

For cold-water taps use leather washers, and for hot-water taps use vulcanised rubber.

Window-pane, to renew.—First remove any particles of glass and all the old putty with a strong knife, inserting the point close to the woodwork and tapping on the knife with a hammer. (A special "hacking knife," which is quite cheap, can be obtained for this purpose.) Next, paint the rabbet (the wooden groove into which the pane fits) and allow it to dry.

When cutting or ordering the glass, make it $\frac{1}{8}$ inch shorter and narrower than the recess for it, so that it will not be too tight a fit.

Applying the putty.—Use fresh, moist putty that you can manipulate with your thumb. Knead it well and press a little all round the rabbet. Then place the lower edge of the pane in position, afterwards pressing the top in gently and firmly, squeezing out superfluous putty.

Apply putty liberally all round over the edge of the glass and level it neatly to correspond with adjacent windows, using a special putty knife or the hacking knife. Leave the putty to harden before painting it or cleaning the window.

Wireless Set, to detect faults

in.—It is impossible to perform any wireless repairs unless you are fairly expert, and have proper equipment, but even to locate the trouble correctly is of some assistance.

The faults which may occur in a radio receiver may result in (1) complete silence, (2) intermittent reception, (3) low volume and reception overlapping from two or more stations; (4) distorted reproduction, or (5) reproduction marred by crackles and other noises.

(1) **Complete Silence.**—The set itself may be in perfect order and the breakdown due to some external cause. First make sure that the aerial and earth wires are properly connected to the receiver, and that they are perfect in all their extent.

Next ascertain that the receiver is getting its supply of current, whether from batteries or the mains. In a battery set the leads making the connection to the batteries are very liable to become corroded. This can be prevented to a great extent by keeping the accumulator clean and dry, and by smearing a little vaseline round the bases of the terminals. Corroded leads should be thoroughly scraped.

With a mains receiver make sure that the supply is "on." If there is a lamp behind the dial and this lights up, the wiring to the mains must be in order. If you have no dial light, switch on a light to find whether the particular circuit to which the set is connected is all right. If it is not, try the house fuse, and

renew if necessary. Secondly, see that the leads from the set are making contact in the plug which is inserted into the power point or lamp socket, and that they are properly joined to the set.

When examining the set itself be sure to remove the plug from the mains, or you may get a severe shock. Any fuses on the set should be examined and, if blown, search should be made for the cause. Make certain that the loudspeaker is connected.

If the valves or the dial lamp light up, you may assume that the "low tension" side of the receiver is satisfactory. The trouble, therefore, may be in the "high voltage" section of the transformer, or one of the components, such as a valve, may be out of action.

(2) Intermittent Reception. This is usually due to an imperfect connection in the aerial, earth, current supply or loudspeaker wires. These should be examined as described above.

The trouble may also be caused by a fault in the set itself. A poor joint or broken connection between components may have this result, though constant crackles are a more usual symptom. Valves, particularly mains types, are liable to intermittent trouble, and sometimes by watching the glow of the heaters it is possible to discover which is faulty and to replace it.

When a gramophone pick-up is fitted, it can be used roughly to localise the source of trouble. If the breakdowns do not occur

when the gramophone is being played, the cause lies between the aerial and the point to which the pick-up is connected—usually the grid or the detector valve. If the trouble occurs even while the pick-up is in use, it is located between the pick-up connections and the loudspeaker.

(3) Low Volume and Overlapping Reception.—Low volume can be caused by a poor connection in any external lead associated with the receiver, i.e. the aerial, earth, current supply and loudspeaker wires. It may also result from loss of efficiency of the loudspeaker or the valves—which can only be cured by replacing them.

If a set loses its volume suddenly, this may be due to a run-down accumulator (in the case of a battery set), or to a breakdown in a condenser or resistor. This can be found only by systematic testing with meters. During the summer months it is natural for radio reception to become weaker.

(4) Distorted Reproduction. When distorted reproduction coincides with low volume, the remarks made under that heading apply. High-pitched reproduction at normal volume, particularly if a grating sound is noticeable, is probably due to the loudspeaker being out of adjustment. If the speaker is a moving-iron type, an adjusting knob will usually be found at the back of it, and this should be regulated. If it is a moving-coil type, the adjustment can only be carried out by partially dis-

mantling, which is a matter for the manufacturer

Harsh, metallic, jarring noises at ordinary volume suggest that either the valves are deteriorating, or the output valve is not obtaining sufficient current. In a battery set this is due to a run-down high tension or grid bias battery, in a mains set, to a failing rectifier.

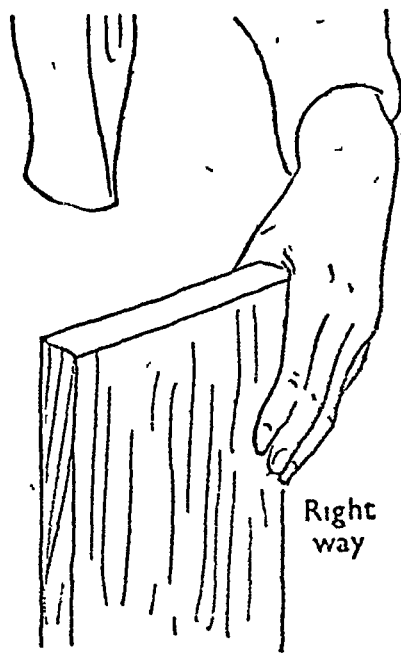
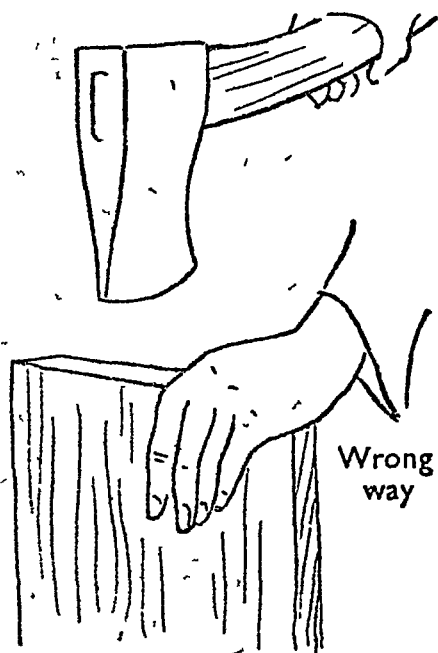
Distortion at maximum volume is only to be expected. There is a natural limit to the undistorted volume every receiver can produce.

(5) Crackles and Interfering Noises—These may be similar to those mentioned under (2). Nowadays, however, such noises are frequently due to interference from external electric

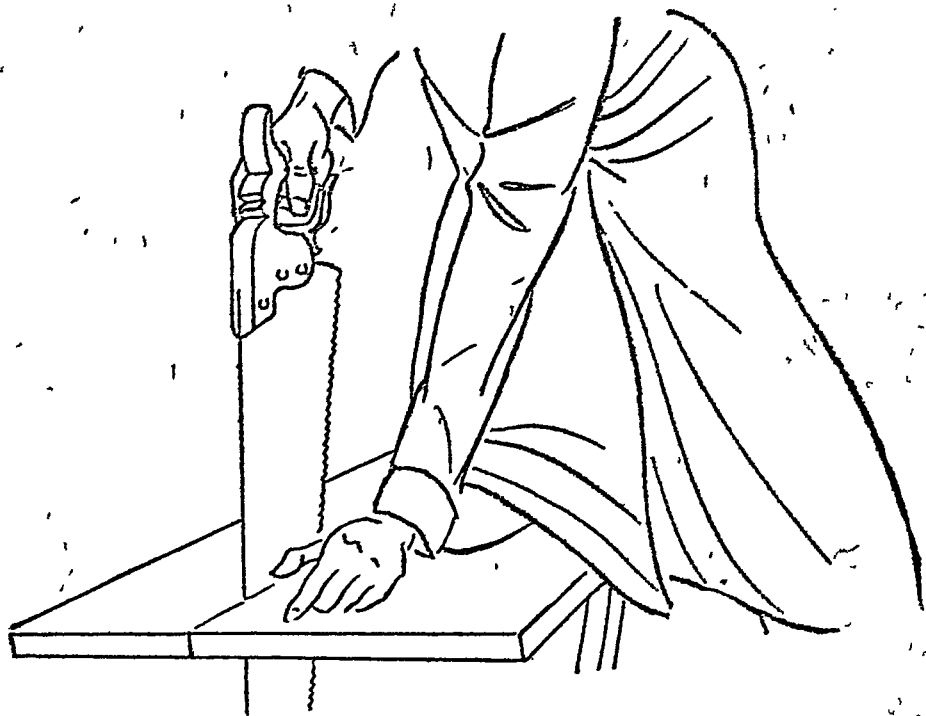
appliances—from trams to refrigerators, and from dynamos to light switches. If the trouble ceases in a battery set after the aerial and earth have been disconnected, the interference is from an outside source. With a mains set the noises may be introduced via the electric wiring of the house. A suppressor unit, fitted where the electricity mains enter the house, may effect a cure, though the internal wiring should first be tested to make sure there are no faulty points.

Where, however, the interference is noticed as soon as the aerial is connected, you can ameliorate the fault by installing an anti-static aerial.

Cases of interference are in-



20. To avoid accidents when chopping wood, hold the wood by the side, with the hand out of the way of the chopper.



21. *To cut wood with the grain, keep the saw almost vertical and guide it with your left thumb. Steady the wood with your right knee.*

investigated by the post office upon request, and practical remedies are suggested to remedy the trouble.

Essential Equipment for Testing.—A pair of earphones, a small bulb from an electric flashlight, fuse wire and rubber-covered flex, spare valves, and one of the many types of electric meter which are designed for wireless testing are needed to carry out testing adequately.

Wood, to chop.—When chopping wood it is essential to hold it in such a way that, if the axe slips, your hand will be in the least possible danger. Fig 20 shows the right and wrong way to hold the wood.

Wood, to saw.—If you are cutting a piece of wood along the grain, keep the saw edge almost vertical and use the side of the left thumb to guide the saw. Start the cut with two or three upward movements of the saw and steady the timber with your right knee. For a cut across the grain, keep the saw at about 45 degrees to the vertical. The left hand should again be used to guide the saw, and also to support the wood. Use your knee this time as a support.

In both cases the wood should be supported on boxes or trestles at a convenient height for sawing, and there should be room for free action of the saw.

COOKERY

EVERY housewife should be able to enjoy cooking the things she eats as much as she enjoys eating the things she cooks. But you can't enjoy cooking if you have to waste time experimenting in order to solve the problems that occur in every kitchen every day. Cakes burn at the bottom. Omelets stick to the pan. Meat and fish arrive without having been boned at the shop. Your coffee and tea, perhaps, just miss perfection, in spite of your care in preparing them. There are left-overs which you know you shouldn't throw away but for which you can think of no appetising use. There are joints and puddings which somehow have to be re-heated without being made unpalatable. This section, besides giving you all the rudiments of cookery, tells you how to overcome such difficulties quickly and easily. If you turn to the entries on "Baking," "Boiling," "Boning," "Fish," "Meat," "Steaming," "Stewing," and "Trussing" you will see that a wide range of information is given on all the main processes of cookery. There are in addition dozens of hints for saving time and money in the kitchen that do not appear in an ordinary recipe book. If you feel your cooking is in danger of getting in a rut, here are new ideas that are simple to carry out.

Almond Paste.—Mixture of ground almonds, caster sugar and icing sugar. Moisten with egg yolk, when wanted yellow, whole egg when a paler shade is wanted, and egg white when white paste is required. Flavour to taste with lemon juice and rum, sherry, or vanilla and other essences. Here are three methods:—1 Equal quantities of almonds and caster sugar and icing sugar. 2 Equal quantities of almonds and sugar, using caster and icing sugar in any proportion. 3 Equal quantities of almonds and icing sugar.

Simple Recipe.—Mix $\frac{1}{2}$ lb. ground almonds with $\frac{1}{4}$ lb. sifted icing sugar, and $\frac{1}{4}$ lb. sifted caster sugar, and egg, egg yolk or egg white, to mix to

a smooth paste. Add the juice of $\frac{1}{2}$ lemon, 3 drops almond essence, $\frac{1}{2}$ teaspoon vanilla essence, and $\frac{1}{4}$ teaspoon orange flower water, or 1 teaspoon rose water. Knead to a paste. Brush crumbs from cake. Brush cake with beaten egg white, or melted red currant jelly before applying.

Almonds, to blanch—Stand 3 minutes in boiling water, drain, put into cold water, then rub off the skins and dry in a cloth.

To salt—Blanch as above, then throw into a pan containing a little smoking-hot olive oil or butter, and fry till the nuts become a golden brown, stirring frequently. Drain, and dredge the almonds quickly with salt. Store in an airtight tin when

cold. Add cayenne to the salt if *deilled almonds* are required.

Angels on Horseback.—

Oysters rolled in bacon slices, grilled, and served on canapés of fried bread or hot buttered toast Apples, to keep white.—To prevent apples from becoming discoloured after peeling, throw them at once into cold, slightly salted water.

To store.—Lay apples on shelves in a cool room or shed, preferably a dark one. Do not let them touch each other. Improved shelves can be made with wire netting spread with straw.

Aspic.—A seasoned, savoury jelly used to coat cold meats, etc., and for garnishing. It is made with gelatine or veal bone stock. Melt $1\frac{1}{2}$ pints jelled white stock. Add 2 tablespoons tarragon vinegar, 1 bay leaf, 1 wineglass sherry, 1 pint water, $1\frac{1}{2}$ ozs gelatine, a pinch of salt, 2 slightly whipped egg whites and 2 crushed egg shells. Whisk mixture over low heat, until just on boiling point. Heat up quickly. Remove pan from fire. Stand till solids settle in liquid. Pour into a jelly bag. If not quite clear when strained, strain through bag once again. To colour, add strained beetroot, peach or tomato juice after the first straining, then strain again.

Aubergine.—French name for egg-shaped vegetable of the narrow type. Sometimes called "Egg Plant." Native of the West Indies. Here it is usually called "b. aubergine." Well known in

India. Very savoury sliced and fried, or par-boiled, halved and stuffed like a young marrow, then baked.

Au Gratin.—A dish with a foundation such as cauliflower, fish, macaroni, spaghetti, etc., usually made with white or cheese sauce. Place in a buttered fireproof dish. Cover with bread-crumbs. Mix with grated cheese, if liked. Dab with butter, or sprinkle with melted butter. Brown on top.

Bacon, left-over.—Fried bacon can be chopped up and used in many dishes. 1. Add it to an omelet, or mix it with a thick batter and cook like fritters. 2. Put it with stewed mushrooms for mushroom toast. 3. Sprinkle it over fried herring roes. 4. Mix it with vegetables such as beans, peas, or potato salad. 5. Add as a flavouring to meat pies, rissoles, and macaroni dishes.

Bacon Fat.—Use this up for frying chicken, fish or vegetables, or for frying croûtons,¹ for soup, or for frying bread when savoury canapés are wanted.

Bacon Rolls.—Use narrow, streaky rashers. Remove the rind and cut into 4-inch strips. Roll up. Run them on a skewer, and grill, or bake in a moderate oven for 10 minutes.

To improve flavour of bacon.—Rashers, especially if not of the best quality, are more appetising if cooked in the oven, in an earthenware or enamel dish, after being washed in cold water and dried.

Baking.—Cakes.—1. Do not

¹ See CROÛTONS

fill the tins more than two-thirds full, and hollow the mixture slightly in the centre of large cakes.

2. Grease tins with oil or unsalted butter. Line tins for large cakes with greased paper. For sponge and layer cakes, brush with melted butter or olive oil, dredge with equal quantities of flour or cornflour and caster sugar, then shake off surplus flour and use.

3. Do not open oven door more than you can help and always close it very gently. Do not move the cake until it is fully risen.

4. If the oven is too cool, the cake will be heavy. If too hot, it will brown too soon. If cake shows sign of scorching, cover with greased paper.

5. Never bake more than one kind of cake at once.

6. For a large cake, put first in a moderate oven till risen, then increase heat to form a brown crust on top. Lastly reduce heat till centre is cooked through.

APPROXIMATE TIME-TABLE FOR CAKE-BAKING *Oven*

Small cakes	Very hot
5-10 minutes	(475-500°)
Egg sponge	Moderately hot
40-50 minutes	(375°)
Butter sponge	Moderate
45-60 minutes	(350°)
Large fruit cakes	Slow
2-4 hours	(300-325°)
Rich fruit cakes	Very slow
4-5 hours	(300°)
Layer cakes	Moderate
20 minutes	(350°)

Biscuits	Moderately hot
5-12 minutes	(375-400°)
Scones	Very hot
10 minutes	(500°)
Short pastry	Hot
	(425-450°)
Flaky and-puff	Very Hot
pastry	(475-500°)

Fish.—Bake fillets and small fish in a buttered baking-dish with seasoning and a little butter and milk or oiled butter. Cover with greased paper or cover of dish if inclined to dry up. Baste large fish with melted butter or bacon fat, or cover with strips of fat bacon. Allow 10 minutes per lb., and 5 to 10 minutes over in an oven over 350° to 375° F.

To bake in paper cases—Roll whole fish such as mullet in well-oiled kitchen paper. Tie up with string to keep the paper together. Bake in a tin in a moderate oven 350° F. for about half an hour.

Serve the fish in the papers, but remove the string, and use up the juice when making sauce to serve with it.

Game.—Bake game birds with a piece of fat bacon tied over the breast. Baste frequently. If you have no bacon, cook the bird breast downwards until the last 10 minutes, then turn to allow breast to brown.

TIME-TABLE FOR BAKING GAME

Blackcock	45 to 50 minutes
Capercaillie	70 to 90 minutes
Grouse	30 to 35 minutes
Hazel Hen	25 to 35 minutes
Partridge	30 to 35 minutes
Pheasant	30 to 60 minutes
Ptarmigan	30 to 35 minutes

Quail and Snipe	12 to 20 minutes
Teal	10 to 15 minutes
Widgeon	15 to 22 minutes
Wild Duck	20 to 35 minutes
Woodcock	15 to 25 minutes
Rabbit	35 to 45 minutes
Hare	1½ to 2 hours

Meats—Put all meats into a very hot oven (400° to 450° F) to seal in the juices. Then reduce heat to 360°-380° F. Baste at least every 10 to 15 minutes, unless cooking in a covered roaster, to conserve the flavour and prevent wastage by shrivelling.

TIME-TABLE FOR BAKING MEATS

Beef, 15 to 25 minutes to the lb, according to taste, and 15 to 25 over

Lamb and Mutton, 20 to 25 minutes to the lb, and 20 to 25 over.

Pork and Veal, 25 minutes to the lb, and 25 minutes over.

Potatoes.—Wash well, and bake whole in their jackets without fat for about 1 hour

Poultry—Put into a quick oven for 15 minutes, then reduce the heat and add a small cup of water to the fat. Baste every 10 minutes, and turn over or cover with greased paper if browning too fast

TIME-TABLE FOR BAKING POULTRY

Chicken	20 minutes per lb.
Duck	25 minutes per lb
Duckling	15 minutes per lb
Goose	20 to 25 minutes per lb
Guinea Fowl	¾ to 1½ hours

Pigeon	20 to 30 minutes
Turkey, small	20 minutes per lb.
Turkey, large	3 to 3½ hours

Baking Powder.—Mix together equal parts of rice flour, tartaric acid and bicarbonate of soda. Rub these ingredients through a fine sieve, and store in a tightly closed tin

Baking Soda (Bicarbonate of Soda).—For lightening cakes. Dissolve when possible in a little milk or water before adding to ingredients for scones, cakes, buns, etc. Never use with self-raising flour

Barding.—This means to tie thin slices of fat bacon over the breast of a dry bird, such as a guinea fowl, before roasting

Baron of Beef.—Double loin of beef, usually weighing from 40 to 100 lbs

Basting.—This is the process of spooning melted fat or other liquid from the baking tin at regular intervals, over joints, poultry, etc, while roasting, to keep them moist

Bath Chap.—The cheek and jaw bone of a pig after salting and smoking. The chaps made in Bath have always had the reputation for being the finest, hence the name "*Bath Chaps*"

Batter (for Coating).—Put 4 ozs of flour and 1 saltspoon of salt into a basin. Stir in by degrees 1 gill of tepid water and 1 tablespoon of salad oil or melted butter. Mix till smooth, stand 1 hour, then fold in 2 stiffly frothed egg whites, and use at once—for fish, fritters, etc.

Beans, to preserve.—Kidney

beans—Gather these when they are perfectly dry and lay them for a day in the hot sun. Then pack alternate layers of beans and common salt in earthenware or glass jars, using plenty of salt, and fasten with airtight covers. When cooking the beans, wash off the brine, and soak overnight in cold water.

String beans—These can be salted whole, if young, or slit lengthwise or cut in 2-inch pieces if old. Blanch¹ 3 minutes, then store the beans in jars or crocks, sprinkling each layer with salt. Put a weight on top when the jar is full, and stand for 24 hours. If enough brine to cover the beans has not collected, add salted water to cover. For salting beans allow 1 lb of salt to every 4 lb of prepared beans.

Beating.—See WHIPPING.

Black Butter.—A sauce served with fried fish, made by melting 4 tablespoons of butter until dark brown, and adding it to 2 tablespoons of vinegar that has been boiled down to half its original quantity. Season with salt and pepper to taste.

Blanching.—To blanch, put meat, such as rabbit, in cold water in a saucepan and bring to the boil, then drain off water and plunge at once into cold water. Or place in a basin, cover with boiling water, stand for a moment or two, drain off water, then plunge into cold water. Leave in cold water only for a moment or two, then dry, before cooking. Blanching "firms" meat, and preserves

the colour of white meats, vegetables, etc. Almonds¹ are blanched to facilitate peeling.

Bloaters.—Slightly-salted, half-dried herring. The Yarmouth, which are dried in smoke, are the most famous. Fry or grill. Serve for breakfast.

Boiling.—This is one of the simplest methods of cooking, but the heat should be regulated so that you can cook the food rapidly or moderately as required.

Fish—Put whole fish in cold water, and cuts of fish in boiling water. Allow a dessertspoon each of salt and lemon juice to each quart of water. If a fish kettle with rack is not available, wrap the fish in muslin, or lay it on a plate and tie a cloth round to prevent it falling to pieces when taken out. See that the water just covers the fish, and never allow it to cook faster than a "simmer." Allow 10 minutes to the pound, and 10 minutes over for a very large fish.

Meat—Plunge fresh meat in enough fast-boiling water to cover. Boil fast for 5 minutes to harden the proteins on the outside. Reduce the heat and continue to cook at simmering point only, or the meat will become tough and indigestible. Be sure that the saucepan lid fits tightly when boiling any meat. Meat loses about 4 oz to the pound when boiled. Thick cuts require longer per lb than thin.

Salt beef should be put on in cold water to cover. Bring to the

¹ See BLANCHING.

² See page 79.

boil, remove the scum as it rises, then simmer slowly

TIME-TABLE FOR BOILING MEATS

Bacon	25 minutes to lb. and 25 minutes over.
Beef, fresh	15-20 minutes to lb and 15-20 minutes over.
Beef, salt	25 minutes to lb. and 25 minutes over.
Calf's Head	3 hours
Ham	30 minutes to lb. up to 10 lb., then 15 minutes to lb. over 10
Lamb	15 minutes to lb. and 15 minutes over
Mutton	20 minutes to lb. and 20 minutes over.
Pork, salt	25 minutes to lb
Ox Tongue	2½-3 hours
Vcal	20 minutes to lb. and 20 minutes over.

Ox Tongue—The tongue must first be soaked—about 2 hours if fresh from pickle, all night if dried. Then place it in a saucepan of cold water with a bunch of mixed herbs or with a sliced onion, 6 bay leaves and a teaspoonful of cloves. Bring to the boil. Skim, then simmer till tender—2½-3 hours for a small tongue. Skin and trim the tongue while hot, then leave it to cool in the required shape—either curled round in a cake un or stretched out and skewered to a board.

Ham—A good way to cook this is to wrap the ham in greaseproof paper and put a small Spanish onion in the cold water with it. When the ham is tender, leave it in the water until it is nearly cold to keep the flesh moist and improve the flavour.

Puddings—These are put in fast-boiling water, deep enough to submerge the pudding basin, or to float a pudding tied up in a cloth. Well-grease a basin before putting in the mixture, and scald and flour the pudding cloth. Tie the cloth round a roly-poly loosely. Boiled puddings cook more quickly than steamed, but are not so light.

Vegetables.—Boiling is the most common method of cooking vegetables. Most kinds are put into boiling water—with the notable exception of old potatoes, which must be put into cold. The water should be salted—1 teaspoon to a quart. All root vegetables ought to be cooked in a covered saucepan, green ones in an uncovered one. Many vegetables can also be cooked in a little milk in the top of a double boiler, but first cut into small pieces.

The time that vegetables require boiling depends on their age, length of time out of the ground and sometimes, variety.

TIME-TABLE FOR BOILING VEGETABLES

Artichokes	45 minutes
Asparagus	20-30 minutes
Beans, broad, young	20-25 minutes



22 *Two Steps in Boning Poultry*—Singe the bird, break the feet and remove the sinews from the legs, then start to bone by cutting the neck

Beans, string	15-25 minutes
Beetroot, young	$\frac{3}{4}$ -1 hour
Beetroot, old	2-2 $\frac{1}{2}$ hours
Brussels Sprouts	12-20 minutes
Cabbage	20-35 minutes
Carrots, young	10-20 minutes
" old	20-30 minutes
Cauliflower	20-25 minutes
Corn on the Cob	7-12 minutes
Leeks	15-30 minutes
Onions	30-60 minutes
Parsnips	30-60 minutes
Potatoes	20-40 minutes
Spinach	8-12 minutes
Turnips	$\frac{3}{4}$ -1 $\frac{1}{4}$ hours
Vegetable Marrow	15-20 minutes

Bones, to use up —1. Put bones or scraps of cooked meat into the stock pot when a brown stock is wanted 2. Add them to any brown soup in preparation. 3

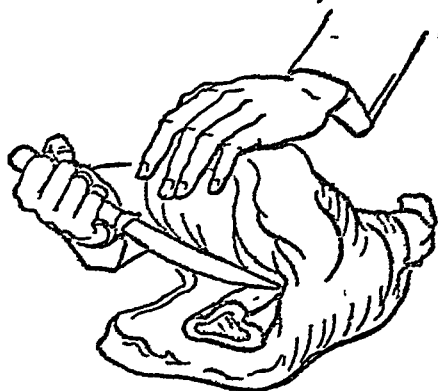
Make them into stock for gravy

Boning, Birds—Singe the bird, break the feet and remove sinews Cut the neck, leaving about 3 inches of skin, then remove crop and windpipe Make a cut through the joint of the wing nearest the body, then gradually work the flesh off the bones with the fingers and a pointed knife When the legs are reached, dislocate them, then work off the flesh till you come to the tail Cut the bone away, then you will have the outer part complete with the tail attached Do not remove the wing bones, but take out the first bone from each leg Truss as for roasting

Fish.—Lay the fish flat on the table and cut through the skin along the back from tail to head.

Scrape the flesh carefully from the bone on one side, keeping the blade of the knife as flat against the bone as possible. When one side is done, begin on the other without turning the fish over, passing the knife under the bone and raising this off the fish. Pull out any small bones that have been left. Do not try to bone small very bony fish¹.

Joints.—Work the flesh off the bones in the same way as for



23 *When boning a leg of mutton, begin on the underside of the joint at the thick end*

birds, remembering not to cut the flesh more than is absolutely necessary. Keep the knife close to the bone and fold the flesh back as you proceed, so that you can see what you are doing. When boning a leg of mutton, begin on the underside of the joint at the thick end. Pass the knife under the skin until it is over the bone, then cut right down to the bone and loosen the meat from it. Continue till you get to the joint. Cut the skin, fold the flesh back, and remove the bone, then take out

¹ See also FISH, TO FILLET.

the knuckle from the other end. **Bordelaise**, a la.—Name of a brown French sauce, flavoured with Bordeaux or Burgundy. Also the name of a garnish.

Bottling, hints on.—1. Allow 1 lb of fruit or vegetables to every pint jar.

2. Use only fresh, sound and even-sized fruit or vegetables.

3. Have the jars clean, dry, and hot before using.

4. Non-acid vegetables should only be bottled at home in a high pressure cooker when instructions should be followed exactly.

5. Pack most fruit raw, and fill jars with nearly boiling syrup, made by dissolving 3 cups of sugar in 2 cups of water. Boil the dissolved sugar and water for 5 minutes, when required for acid fruits, such as tart apples, sour plums, sour berries, etc.

6. Adjust rubbers when jars are full, then screw tops loosely. Place them in the sterilizer. Do not let the jars touch each other nor the sides of the pan.

7. To avoid breakages, begin to sterilize in warm, not boiling water, and bring to a full rolling boil. Sterilize according to the following table.

TIME-TABLE FOR BOTTLING

Apples	20 minutes
Beans	2 hours
Berries	16 minutes
Carrots	1½ hours
Cherries	16 minutes
Peaches	16 minutes
Pears	20 minutes
Peas	3 hours
Plums	16 minutes
Tomatoes	22 minutes

Note—After sterilizing, remove jars one at a time, and tighten screwtops. When cold, wipe and store in a dry, cool, dark airy place.

Bouchées.—Small patties, usually made of puff paste, but sometimes of flaky or rough puff. The usual fillings are creamed oysters, prawns, chicken, or sweetbread. The most famous are Bouchées à la Reine, invented by Marie Leczinska, wife of Louis XV. They are filled with a ragoût of chicken.

Bouillon.—Plain clear soup. Unclarified beef or veal broth is sometimes called Bouillon.

Braising.—An economical method of cooking, by which meat and vegetables are first dipped in flour and fried, then slowly simmered in a little water or stock in a tightly covered pan or casserole till cooked. Suitable for rabbit, the coarser kinds of steak, cheap game birds and poultry.

Bread, new, to cut.—Dip the bread knife into boiling water before each slice is cut.

Stale bread, uses for.—1. *For breakfast.*—Cut the bread into squares. Fry it in hot fat till it is a golden brown, then serve with bacon, sausages, or scrambled eggs.

2. *As rusks.*—Cut the bread into strips, 3 inches long by 1 inch wide, leave them in the oven till dry and crisp, then serve with cheese.

3. *For rolls.*—Tear stale bread into ragged pieces. Dip them in milk or water. Bake on the rack of a baking tin till they are nicely crisp. Serve hot.

4. *As breadcrumbs.*—Make stale bread into fresh breadcrumbs for suet, cheese, bread pudding, or fish mould, or into dried crumbs for storing.

Breadcrumbs.—Three kinds of breadcrumbs are used in cooking.

Dried.—Put pieces of stale bread and crusts from sandwiches or toast in a moderate oven, and bake till pale brown. Crush with a rolling pin, sieve, and store in an airtight tin.

Fresh.—Use left-over bread without crust. Rub it through a fine sieve, or grater.

Fried or Brownd.—Melt 2 teaspoons of butter in a pan. Add 1 cup of fresh crumbs, and fry or bake, turning them occasionally.

Brine, for bottling vegetables.

—Add $\frac{1}{2}$ teaspoon of salt to 1 pint of water, and use at once.¹

For Pickles.—Put 4 pints of water and $\frac{1}{2}$ lb of salt into a saucepan. Bring to the boil, then strain, and let the brine become quite cold before using.²

For Salting Beef.—To 4 gallons of water add 1 lb of brown sugar, 2 ozs of saltpetre, and 6 ozs of bay salt. Boil the mixture and skim carefully. Cool before using.

Broiling, Fish.—See GRILLING.

Browning, home-made.—Place $\frac{1}{2}$ lb of loaf sugar and 2 table-spoons of water in a saucepan. Boil without a cover till the sugar turns a dark brown. Be careful that it does not burn. Stir in $\frac{1}{2}$ pint of water, bring to the boil, strain, cool and bottle.

A Quick Method.—Melt a

¹ See BOTTLING.

² See PICKLES.

little dry sugar in an iron spoon over the stove, but do not allow it to burn.

Bubble-and-Squeak.—Old-fashioned English dish, made of slices of cold meat, chopped, and fried with boiled, minced cabbage, sometimes also with potatoes.

Buck Rarebit.—Welsh Rarebit topped with a poached egg.

Butter, to keep cool.—Place the butter in a bowl. Stand this in a larger vessel filled with cold water. Cover with muslin, and stand the bowl in a draught. Unglazed earthenware makes the best butter cooler.

Cabbage, hints on cooking.—

1. To make cabbage digestible, half-boil, pour off the water and place the cabbage in fresh boiling water.

2. To prevent the water boiling over, add a piece of fat about the size of half a crown to the water in which greens are to be boiled.

3. To mitigate the smell of boiling cabbage and cauliflower cook a hard crust of bread in the soup-pan with the vegetable.

Cake, to use up.—Use stale sponge cake for trifles, or in pieces of breadcrumbs on apple Charlotte or in a steamed pudding.

Melt stale fruit cake into a creamed pudding. Moisten with egg and milk, allowing one egg to 1 pint milk. Beat till smooth before steaming in a buttered tin.

Cake-Making, to detect faults.—If a hole in a cake is usually caused by too much sugar in the mixture or too slow an oven when baking.

2. A soggy cake is generally the result of too much fat.

3. If the cake has risen too high and cracked on top, it means too much flour or too much raising agent has been used.

4. A cake which falls after rising suggests too little flour or insufficient baking.

5. Coarse texture means the butter and sugar have not been well beaten or creamed, or that coarse sugar has been used.

6. Holes in the cake are caused by too much beating or insufficient mixing.

7. Fruit sunk to the bottom means that the mixture was too liquid or the fruit damp. Dredge the fruit with flour before adding.

To moisten.—If a rich fruit cake is too dry when cooked, it can be moistened with sherry before it is iced. Drop a very little into holes made here and there with a skewer.

To prevent cake burning.—Grease the cake tin and line it with 2 or 3 thicknesses of greased paper. Stand the tin inside another flat tin thickly covered with salt, and pack the salt up close to the base of the cake tin. Always remove the paper while the cake is hot. This method is advised for a large fruit cake that needs long baking.

To test if cooked.—Insert a knitting needle or fine skewer; if it comes away clean, the cake is cooked.

Calf's Head, to use up.—1. Make it into brawn.

2. Cut up and re-heat in

1 See also PASTRY, CAKES.

brown sauce, or in white sauce flavoured with onion and a little vinegar

3 Use up the liquid as soup, with 1 tablespoon of tinned peas to each portion

Canapé.—A small piece of toast, fried bread or biscuit, upon which appetisers and savouries are served Cold canapés, with caviare, anchovies, grated cheese, a variety of pastes, etc., are good with cocktails or in place of hors d'oeuvres Hot savouries include mushroom, sardine, cheese and minced ham canapés

Candies, temperatures for.—These are determined with a sugar-boiling thermometer, which is essential for sweet-making The following are the temperatures at which it is necessary to boil candies for various results

For a short thread	216° F.
For a long thread	218° F.
For a small pearl	220° F.
For a large pearl	222° F.
For the blow stage	230° F.
For the feather stage	233° F.
For the soft ball stage	238° F.
For the hard-boiled stage	248° F.
For brittle or crack stage	280°-290° F.
For hard crack	290°-300° F.
For the caramel stage	312°-330° F.

To use a sugar-boiling thermometer.—Place it in the pan so that it is covered with the candy mixture before a high temperature is reached, or else heat it before using.

A less accurate method is to drop a little of the mixture from the end of a spoon into a cup of cold water, testing for the stages as shown in the table.

Candying.—Fresh fruit.—Grapes, tangerine and orange quarters, nuts etc., are simply dipped carefully into hot, not boiling, syrup made with $\frac{1}{2}$ lb. of cane sugar and $\frac{1}{2}$ pint of water This must be boiled till a little taken in a spoon and dropped into cold water immediately sets hard and brittle.

Fruit rinds—The rinds of oranges, lemons and grapefruit can be candied and used up for cake-making Soak the rinds in cold water overnight. Dry, and cut the peel into $\frac{1}{4}$ -inch wide strips Cover with cold water in a saucepan and bring slowly to the boil Drain, add fresh water, boil up, then repeat once more Weigh the rind. Add equal quantity of sugar and just enough boiling water to cover Simmer till clear and tender, then cool, drain and roll in caster sugar. Leave on wax paper overnight to dry

Caramel, to make—Place 1 lb. of caster or loaf sugar and 3 gills of water in an iron saucepan. Heat slowly, without stirring, until the mixture begins to colour, then stir occasionally until it becomes the desired shade If, by mistake, you make it too dark, keep it for browning

Casserole Cookery.—By this method, foods such as fish, game, meat, vegetables and certain fruits are braised or stewed and served in fireproof glass or

earthenware, covered vessels. Besides being wholesome, cooking in a casserole economises fuel and labour, as the dishes when prepared are placed in a slow oven and need practically no attention.

Meat en Casserole.—Melt about 2 ozs of butter or dripping in a frying pan. Fry some chopped onions for a few minutes. Remove onions to casserole. Put jointed rabbit, steak, mutton, pork or veal, cut into neat pieces and dipped in flour, in the pan. Fry to a light brown and then put in the casserole. Season well. Add stock or water to frying pan. Boil up. Strain over meat and add other vegetables if required. Cover, and cook gently in the oven till tender. Do not cook in glass fireproof dishes on a hot-plate. Use fireproof earthenware, but over an asbestos mat.

Birds en Casserole.—Cook poultry and game birds whole, or cut in half or joint before cooking. Fry in butter or bacon fat, with vegetables, for about 10 minutes, then place in casserole. Moisten with stock or gravy diluted with water. Cover and cook in a slow oven till tender.

Fish en Casserole.—First fry some small peeled onions or shallots in the casserole. Add fresh fish cut into suitable pieces. Season, and sprinkle with flour as required. Moisten gradually with brown or white stock and bring to the boil. Cover and cook in a slow oven from 20 to 30 minutes according to size.

Pears en Casserole.—Peel and quarter 1 lb. of stewing pears and

remove the cores. Place them in a casserole with enough water to cover. Add $\frac{1}{2}$ lb. of castor sugar and 6 cloves. Cover, and cook the pears as slowly as possible till soft. They can be left in a very slow oven for half the day, adding water if necessary. Strain and colour the syrup red, if liked, before serving.

Celery, substitute for.—If you have no celery for a salad, use finely chopped heart of cabbage seasoned with celery salt.

Cheese, to keep fresh.—Wrap in a muslin cloth squeezed out of vinegar, and store in a paper bag in a cool place.

Chestnuts, to peel.—Make a cut in the skin of each chestnut, then boil for 10 minutes, starting in cold water. Peel each nut while steaming hot.

Chives.—A species of small, green onion. Use in recipes when a delicate onion flavour is wanted, and chopped in place of parsley for garnishing.

Clarifying.—To clarify fats or liquids means to clear them of all sediment or impurities.

Butter.—Melt the butter in a saucepan without stirring, then skim, and pour off the pure butter, leaving the sediment behind.

Other Fats.—Place dripping or chopped trimmings from meat in a saucepan. Cover with cold water. Bring to the boil. Skim. Simmer uncovered, stirring frequently, till all the water has evaporated. Cool a little, then strain into a basin.

Stock.—Remove all fat from the stock, and to every quart allow 4 ozs of finely minced raw

beef and the white of one egg, slightly beaten and the shell broken up. Mix all together with the unstrained stock in a clean saucepan. Bring gently to the boil, stirring constantly. Simmer for $\frac{1}{2}$ hour. Skim, then strain through a clean soup cloth wrung out of boiling water. This clarified stock, which should be a pale straw colour, is the foundation of most clear soups.

Coating.—This means to dip floured cutlets, rissoles, etc., in beaten egg or in batter,¹ or in milk, and flour mixed to a thin cream, before tossing them in breadcrumbs and frying in deep or shallow smoking hot fat.

Cocktail.—Fish.—Fish or shell fish served cold with a piquant sauce, in individual portions, usually in cocktail glasses, as a first course in place of hors d'œuvres.²

Fruit.—Fruit such as grapefruit, orangefingers, cubed melon, or prepared mixed fruits, can be served slightly sweetened, in individual fruit glasses, as a first course. Garnish each with a maraschino cherry or a small sprig of fresh mint. Flavour each portion, if liked, with a teaspoon of sweet liqueur, such as maraschino or kirsch.

Cocoa, to make.—Bring 1 cup of milk to boiling point. Mix 1 teaspoon of unsweetened cocoa with 2 teaspoons of sugar. Stir in 1 cup of boiling water. Pour into a saucepan. Boil 1 minute, stirring constantly, then stir into

the scalded milk. Whisk with a rotary beater before serving.

Coffee Grounds, to use.—After coffee has been made and poured off, cover the grounds with cold water, bring to the boil, then strain and put aside. Use this liquid instead of half the water for next morning's coffee, and you will need less fresh ground coffee than usual.

Coffee-Making, hints on—1. Make sure that the coffee is freshly roasted and freshly ground.

2 Allow 1 tablespoon of coffee per person for small cups of after-dinner coffee and for breakfast coffee—*café au lait*. Serve breakfast coffee with about an equal quantity of hot, not boiled, milk, or with cream in breakfast cups. Use twice as much water for breakfast coffee as for after-dinner.

3 Do not add more than $\frac{1}{2}$ pint of water to 2 tablespoons of coffee.

4 Use a percolater or an earthenware coffee pot.

If short of milk.—Beat up an egg well, put a small portion into each cup, and stir the coffee into it.

Colourings.—If you are out of the usual colourings, you can make several kinds at home.

Red.—Press the juice from cooked beetroot.

Green.—Spinach extract made by pounding up some clean dry spinach, then cooking it over the fire in a very thick saucepan until all the liquid has run from it. Strain this through a hair sieve.

Brown.—Burn sugar¹ to a liquid caramel in a strong pan.

¹ See BATTER.

² See HORS D'ŒUVRES.

¹ See BROWNING.

Confectionery.—See CANDIES.
Cream, to eke out.—Whipped cream can be made to go much further if a stiffly frothed egg white, or a mixture of milk and gelatine is added to it. To make the latter, dissolve $\frac{1}{2}$ teaspoon of powdered gelatine in a tablespoon of cold water, then dissolve in $\frac{1}{2}$ teacup of tepid milk. When almost set, stir it into 1 teacup of whipped cream.

Creaming.—When butter is too hard to beat easily to a paste-like consistency, either scald and dry the basin, or add a tablespoon of boiling water to the chopped-up butter. Do not apply direct heat or the butter will become oily.

Crimping.—This means to gash or slash fish at equal distances apart. Cod is usually crimped. Crimping is supposed to make the flesh firm when cooked.

Croquettes.—Small cakes of minced meat, fish, poultry, etc., dipped in beaten egg, then breadcrumbs, and fried in deep, smoking hot fat till crisp and golden. Drain on soft paper. Serve garnished with parsley.

Croustons.—Small pieces of fried or toasted bread used for garnishing, etc. For soups, cut the bread $\frac{1}{4}$ inch thick, then into $\frac{1}{4}$ -inch squares. Fry till light brown in smoking hot fat, then drain well on a soft paper. Serve on a hot dish lined with a lace paper d'oyley. Larger pieces of fried or toasted bread used for supporting an entrée,¹ or savoury snacks, are known as CROUTES, and sometimes as CANAPÉS.

¹ See ENTRÉE.

Custard Powder, home-made.
 —Mix well together 7 drops of oil of nutmeg, 14 drops of oil of bitter almonds, 5 ozs. of corn-flour and 6 ozs. of arrowroot. Sift and store in tightly closed tins.

Cutting In.—To cut in, is to mix ingredients by cutting them through and through with a knife, as butter and other fat is sometimes "cut into" flour.

Devilling.—Season, before grilling, foods such as roes, kidneys, chicken, goose and turkey legs and fish steaks, with *Devil Paste*. To make this, mix 1 teaspoon Worcester sauce with $\frac{1}{4}$ teaspoon made mustard, 1 teaspoon chutney, $\frac{1}{4}$ teaspoon curry powder, a pinch of salt and cayenne, and 1 oz. of butter, melted. Gash legs of fowls before rubbing in paste.

Drawing.—Chickens.—To take out the entrails from a fowl, first lay it on its back, slit the skin at the back of the neck, and draw the skinned neck out through the slit and cut this off close to the body, leaving a small flap of skin to fold under. Next loosen the entrails as much as possible from the neck end, then draw them out, very carefully, with two fingers inserted through a small slit made just above the vent. Wipe the inside of the fowl with a cloth, but do not wash it out unless the gall-bladder has been broken, which would make the bird bitter.

Turkeys.—To draw the sinews of a turkey, break the legs just above the feet, catch the sinews thus exposed on a hook attached

to the wall, and pull the bird firmly with all your strength

Dredging.—The process of sprinkling thickly with flour from a perforated container, as in pastry-making

Dried Foods, to cook.—**Dried Fruit**—Wash and soak overnight, allowing 3 times as much water as fruit. Steam or stew in the soaking water. Sweeten to taste

Dried Vegetables.—Wash and soak overnight in 3 times their quantity of water. For beans add 1 teaspoon of bicarbonate of soda to the water to preserve their colour. Drain and put beans, peas and lentils into fast-boiling water, or stock if you are making soup. In 20 to 30 minutes the peas will have become pulp, but beans take a little longer. Lentils can be cooked unsoaked for 1 hour to make a purée¹

Drying.—**Fruit and Vegetables.**—They should be cleaned and placed, not too thickly, on trays—preferably wooden ones with muslin stretched over so that the warm air can circulate all round. Dry very gradually at between 140° and 180° F, continuing the process if necessary on the following day, then store in airtight tins. Apple rings, sliced pears, beans and peas can be preserved for winter use in this way

Herbs.—Gather just before coming into flower. Dry in a warm place, and strip off the leaves. Dry these as directed for vegetables until crisp, then rub them between the palms of the

hands and sieve them. Store in dry, well-corked bottles

Parsley—Should be dipped in boiling water till a vivid green, then put in a quick oven to dry.

Dumplings, to make light—Cook dumplings in a saucepan without a lid until they are twice their original size, then cover and boil for 10 minutes

Eggs, coddled—A very digestible method of boiling eggs for children or invalids. Put the eggs in a saucepan. Just cover with warm water and bring to the boil. Remove pan from the fire and stand for 5 minutes, then serve the eggs, which will be set like a jelly right through.

Cracked eggs, to boil.—To boil a cracked or chipped egg, add 1 teaspoon of vinegar to the water

Substitutes for eggs.—*For Binding*—One tablespoon of tapioca soaked for 2 hours in enough water to cover, is useful for binding rissoles and croquettes¹ in place of beaten egg.

For Cakes—Allow 1 tablespoon of vinegar, or $\frac{1}{2}$ teaspoon of baking powder and 2 tablespoons of liquid, for each egg omitted from the recipe

Egg White—To eke out egg white, add 3 or 4 teaspoons of cold water to it, very gradually, while beating

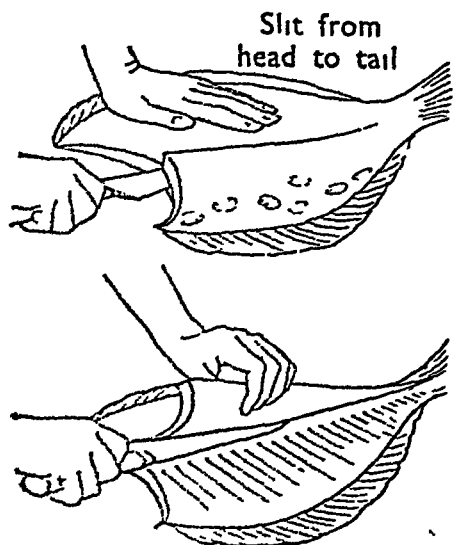
To use up eggs.—*Boiled egg*—Boil till hard and use in one of the following ways—1. Curried 2. Sliced, and added to any meat or fish pie 3. Wrap in sausage-meat, egg and crumb and deep fry. 4. Slice and use as garnish

¹ See PURÉE.

¹ See CROQUETTES.

To cook fish—See **BOILING, BROILING, STEAMING, FRYING, etc**

To fillet fish—*Flat fish*—Lay the fish on a slab with the tail towards you. Make an incision in the skin all round the outer edge by the fins, also straight down the centre of the fish along each side of the backbone. Then,



24 *Filleting a flat fish, showing two methods. If the method described (lower drawing) is found to be difficult, start with the head towards you (above) and steady the fish with the left hand*

with a sharp knife, begin raising the fillet from the head to the tail, keeping the knife pressed flat on the bones. Hold the fish with a cloth if it is very slippery. When the first fillet is removed, turn the fish round and commence raising the other fillet from the tail. Afterwards turn the fish over, and take the third fillet from the head end, and the fourth from the tail end.

Round-bodied fish—Remove the heads, then with a very sharp knife cut down the dark line on the back ridge, cutting right into the bone. Next remove, with a sharp knife, the fillets from each side of the backbone, taking long, sweeping cuts from the head to the tail all the time. Remove any small bones left in the fish.

To keep fish.—If fresh fish cannot be used at once, steep it in vinegar and it will keep for a few days. To keep, without a refrigerator, for a short time in hot weather, put the fish in a dish. Stand this in a basin of cold water. Cover with a piece of butter muslin long enough to allow the ends to touch the water.

Left-over fish.—1. Make into cakes with mashed potatoes or into kedgeree for breakfast or supper. 2. Make into a pie, steamed mould, or a baked or steamed soufflé. 3. Use up with lettuce and mayonnaise as a salad. 4. Heat with beaten-up egg and seasoning. Put on canapés as a savoury. 5. Add to hot white or cheese sauce and left-over peas. Serve on toast for supper or place in buttered shells or ramekins. Cover with breadcrumbs. Dab with butter and brown under the grill.

Flitch.—A side of pork, salted and cured.

Flour, self-raising.—To make this at home, sift 2 ozs. of cream of tartar with 1 oz. of bicarbonate of soda, and add to 4 lb. of flour.

French Dressing.—A very simple dressing suitable for many kinds of salads, and lending itself

to many variations with added flavourings. Stir $\frac{1}{2}$ teaspoon each of salt, sugar and black pepper into 3 tablespoons of olive oil, slowly add 1 tablespoon of lemon juice or vinegar, and mix well.

Fricassée.—A white stew of veal, chicken, rabbit or fish, well seasoned and made with milk or white stock or half-and-half.

Frying.—The real secret of frying is to have the fat smoking hot, not just beginning to bubble, before putting in the food, or the fat will penetrate and make the food sodden and indigestible. A sugar-boiling thermometer can be used for testing the heat if desired. There are two types of frying:

Deep Frying is the more digestible, but only suitable for small pieces of food such as fish fillets, croquettes, etc. There must be sufficient fat, boiling at about 380° F, to cover the fish, etc, which only requires a few minutes' cooking.

Shallow Frying—There must be just enough fat to come half-way up the side of the steak, sausages, etc. Put these in when the fat is so hot that a blue vapour rises from it. Turn the food over when half done, and leave till cooked through.

Note.—Drain all fried foods on soft paper before arranging on a hot dish lined with a lace paper d'oyley.

Game, to hang—In cold, dry weather game may be hung in any larder for 2 or 3 weeks. When it is warm and damp, it should be kept in a current of air, and watched carefully. To

test if hung long enough, pluck one or two tail feathers, and if they come out easily the bird is ready to cook. If game is liked very "high," hang till it has a strong smell. Venison should be very well hung, but a skewer run in to the bone should be free from unpleasant smell. Some people bury game such as capercaillie and venison for a few days in the ground before using. Hang game birds by the head, undrawn and unplucked, and sprinkle the feathers with pepper if there are flies about. Rabbits should be paunched when shot, but hares should be hung unpaunched, head downwards.

To remove taint.—If the game has hung too long, pluck and draw the birds, wash them in cold water with a little vinegar and plenty of salt—if necessary, two or three times. Dry before cooking.

Girdle (Griddle).—A round flat slab of iron with a hinged, semi-circular handle, used for cooking scones, oatcakes and tea-cakes on top of the stove. A good substitute for a girdle is a strong frying-pan.

Glaze.—For Meat—A shiny jelly which can be made by boiling down stock from 2 quarts to 1 gill, skimming it frequently.

For Ham or Tongue—Put $\frac{1}{2}$ gill of water, 2 teaspoons of gelatine, and 2 teaspoons of meat extract into a saucepan and stir till boiling and slightly thick.¹

For Pastry.—To glaze sweet pastry, brush it over when it is half-cooked with beaten white of

¹ See also ASPIC

egg or water and dredge with caster sugar. For meat pies, etc., brush with beaten whole egg before cooking, but leave the edges unglazed or the pastry will not rise.

Gnocchi.—An Italian light savoury dough which can be bought ready-made in London. Boil and serve with grated Parmesan cheese.

Golden Buck.—See BUCK PAREBIT

Gravy, left-over.—1. Add to any brown soup or meat broth. 2. Use as a basis for meat sauce to serve with meat dishes, or for re-heating cold meat. 3. Make into soup by thinning with stock. Adding cooked vegetables and rice or macaroni to taste. 4. Add to casseroles or stews. 5. Re-heat and serve with chops or steak. 6. Use for making savoury custard.

To make gravy.—*Standard gravy.*—Strain off all the fat from the baking tin, leaving only the meat essence. Add $\frac{1}{2}$ pint of water gradually, rubbing in all brown particles in the tin. Bring to the boil. Season. Strain and serve with the roast joint. To thicken gravy for game and stuffed joints, stir 1 tablespoon of flour into the meat essence in the tin, and when it froths, gradually stir in the water. Season to taste.

Rich brown gravy.—Melt the dripping in the baking tin in which the joint is to be roasted, then add 2 lumps of sugar. Cook the joint, and make gravy as above.

Griddle.—See GIRDLE

Grilling.—This is a process unsuitable for food of inferior

quality in which the fibres would become tough and hard. Steak, chops, kidneys, ham, fish, etc., can be cooked by this method, which retains their full flavour as in old-fashioned spit roasting. Place on an oiled gridiron over a clear fire, or beneath an electric or gas grill, and cook quickly, first on one side and then on the other, till the surface is seared. Then cook slowly until the "grill" is as you like it.

TIME-TABLE FOR GRILLING

Bacon and Ham	4-5 minutes
Chops	8-10 minutes
Cutlets	8 minutes
Fish	5-10 minutes
Kidneys	6 minutes
Steak	12-15 minutes

Griskin of Pork.—This joint consists of top of the spare-rib containing the bones of the spine. In a small pig the griskin and spare-rib are not separated. In some districts a griskin of pork is called a "chine of pork."

Ham, to cook.—See BOILING and GRILLING

To keep moist.—Cover the cut part with a thick layer of slightly warm, salted mutton fat and some kitchen paper if the ham is to be left untouched for several days.

Hand of Pork.—This is the foreleg. Usually salted, boiled and served either hot or cold.

Hare, to skin.—See RABBIT, TO SKIN

Hay-Box Cookery.—See FIRE-LESS COOKERY.

Herrings, to cook tastily.—Split open and clean the fish

Dip them in oatmeal, then fry in hot bacon fat

High Pressure Cooking.—A

high-pressure cooker is the greatest of all fuel-savers, especially of electricity, gas or oil. A single course or a three-course meal with soup, vegetable purée, roast meat, etc., can be prepared in one of these cookers in minimum time. With most cookers you place the food inside, adjust the lid, bring to the boil after setting the indicator, and when the whistle blows remove the cooker from the stove and let it stand for the same length of time that it has been over the heat before removing the lid and dishing up. It is very good for cooking beans and lentils quickly.

Hors d'Œuvres.—Small cold savoury dishes served as a first course at lunch or dinner. A choice is usually given from such dishes as the following—sardines, olives, beetroot or tomato salad, egg mayonnaise, and potato or Russian salad.

Hotch-Potch.—A popular Scotch broth, usually made of neck of mutton, barley, peas, and other vegetables, cut in dice.

Ice-Cream, to mix.—The basis of a good, inexpensive ice-cream is an ice-cream mixture sold in packets, white sauce enriched with an egg, or an ordinary egg custard, made with 1 quart of milk, sugar, and 4 eggs. Only 2 eggs need be used if $\frac{1}{2}$ oz of gelatine is added, and the ice will be smoother. In dessert ices, cream is usually the chief ingredient, and in water ices syrup and fruit juices are used.

To freeze.—Pack the pail to the top with about 4 parts of ice, broken into small pieces, and 1 part of freezing salt. Place the mixture in the container and stir slowly for about 20 minutes until frozen. Scrape into one lump, and cover with a blanket or thick newspaper until required. If necessary, renew the brine and salt. If you whip all the ingredients that can be whipped before mixing, then whip the mixture, very good ice-cream can be made by leaving it in a refrigerator tray.

Icing Cakes.—See that the cake is free from crumbs, then stand it on a reversed plate so that you can easily get at the bottom edge of the cake. Spread with a thin layer of icing, smoothing with a broad palette knife. Leave to set hard. Repeat the process if necessary. Decorate when quite set. Always dust the cake with flour before spreading on royal icing, to prevent it cracking.

Improvised icing bags can be made with stiff note-paper curled round to leave a wide opening at one end and a small hole at the other through which the icing is squeezed. If you have a forcing-pipe, a bag can quickly be made by sewing together two sides of a square of strong cotton, and cutting a hole for the pipe to go through.

To make simple icing.—Mix icing sugar to a smooth paste with just enough tepid water or milk, or milk and water. This is called glacé or water icing.

To make icing set quickly.—

Use powdered gelatine—1 teaspoon dissolved in 3 tablespoons of warm water—to 1 cup of sifted icing sugar

Jam-Making, hints on.—1. Use fresh, ripe and dry fruit, and best, pure cane sugar only

2 Boil continuously over a steady heat, and stir and skim frequently.

3 Do not fill the preserving pan too full

4 Boil the fruit until it jellies, or sets when tested on a cold plate

5 Have the jars perfectly clean, warm and dry before filling, and fill and cover at once

6 To prevent burning, drop a clean half-crown into the preserving pan, and the jam will not stick to the bottom

7 Add concentrated apple juice or the strained juice of 1 lemon to every pound of fruit which lacks acid and pectin such as blackberries, cherries, strawberries and vegetable marrow. This helps the jam to set

QUANTITIES OF SUGAR REQUIRED

<i>Jam</i>	<i>Fruit</i>	<i>Sugar</i>
Blackberry	1 lb	$\frac{3}{4}$ lb
Blackcurrant	1 lb	1 lb
Damson	1 lb	$\frac{3}{4}$ to 1 lb
Gooseberry	1 lb	1 lb.
Greengage	1 lb	$\frac{3}{4}$ lb.
Loganberry	1 lb/	$\frac{3}{4}$ lb.
Plum	1 lb	$\frac{3}{4}$ lb
Raspberry	1 lb	$\frac{3}{4}$ lb
Rhubarb	6 lbs	6 $\frac{1}{2}$ lbs
Strawberry	1 lb.	$\frac{3}{4}$ lb
Vegetable		
Marrow	1 lb	1 lb

Jellies, to set quickly.—Table jelly.—Stand the mould in a

basin Fill the basin with cold water to reach nearly to the top of the mould, and put a handful of kitchen salt into the water.

Joint, to warm up.—A warmed-up joint can be made quite appetising if it is wrapped in thickly greased greaseproof paper before heating in a covered baking tin, or dish

Joints.—See MEAT, CUTS OF.

Julienne.—Name of a clear vegetable soup garnished with finely shredded cooked vegetables. It was made first in 1785 by a cook called Jean Julien

Kneading.—Pressing and turning stiff dough with the hands, as is necessary when pastry-making, and making shortbreads

Larding.—A method of treating lean meat before baking or braising to make it more succulent Thin strips of fat salt pork (lardoons) are inserted with a larding needle in rows of $\frac{1}{2}$ -inch stitches along the top of the joint or bird.

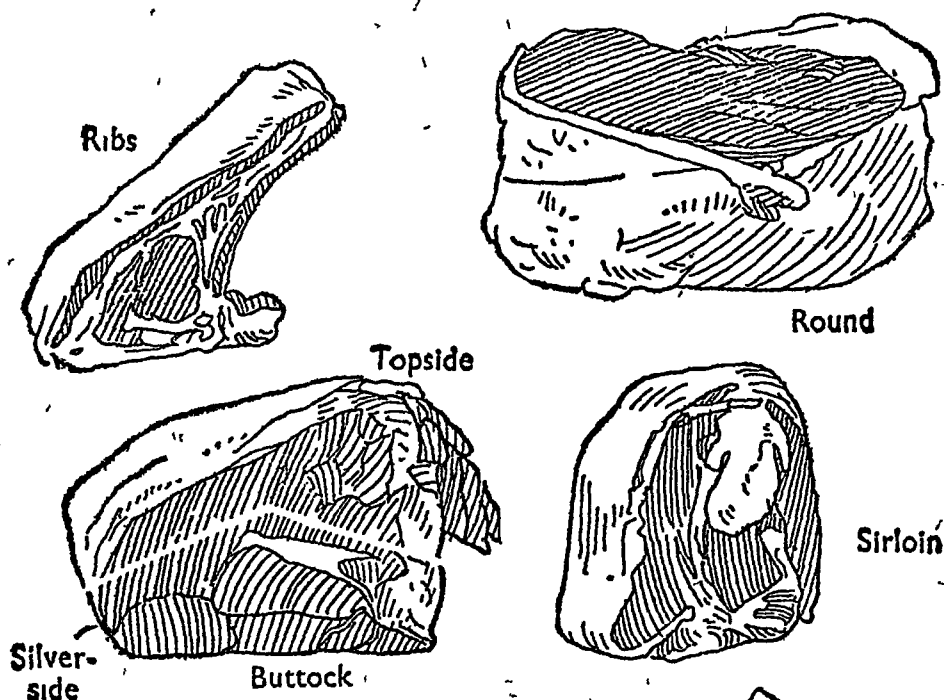
Lettuce, to crisp.—Put a few drops of lemon juice in the rinsing water

Liver, to use up.—Put through a mincer, then mix to a paste with melted butter, and season highly. Use for sandwiches or savoury canapés¹

Macedoine.—A fruit salad, or a mixture of vegetables The vegetables or fruit should be cut in even-shaped discs

Mayonnaise, to colour.—For white mayonnaise, add whipped cream, for pink, colour with beet-root juice To make mayonnaise green, add spinach juice

¹ See CANAPÉ



25. The joints into which beef is cut

Meat, cuts of.—It should be remembered that it is not *always* economical to buy the inferior cuts of meat, for though much cheaper in themselves, they may be more wasteful, or take more fuel than the prime joints

Cheap cuts —Beef—For boiling or salting, choose aitchbone (the cheapest joint), brisket or flank. For soup, pies and stews, buy cuts from the leg, or shin of beef. To roast, buy aitchbone, topside, or imported rolled ribs. Stuffed ox heart is a cheap dish, and tripe and ox liver are good in cold weather.

Lamb and Mutton—Buy the whole neck, which is much cheaper than buying the best cuts separately. Roast the best end, or fry it as cutlets. Use the

scrag and trimmings for broth, and the middle neck for stews or hot-pot. Try also boiled sheep's head with parsley sauce, and roast, boned, stuffed breast.

Pork—Buy fore-end and spare ribs for roasting, and cheek or hand and leg for boiling

Prime cuts —Beef—For roasting, the sirloin is the best joint; rump or fillet steak is best for frying and grilling, and silver-side, brisket and buttock for boiling.

Lamb and Mutton—For roasting, buy shoulder (though it is rather wasteful), the loin, saddle and leg, which is the least wasteful though more expensive. Leg is the best joint for boiling. Cutlets are relatively expensive, as there is so much waste attached to them

Pork—The loin, leg and ribs are usually bought for roasting; the leg and hand for boiling, and loin chops or neck cutlets for frying

Veal—Breast, fillet, loin, leg, shoulder and neck can be roasted The fillet and cutlets are best for frying

Left-over meat.—The remains of joints and steaks can be used up in many different ways

1 To make it go furthest, make it into a curry, shepherd's pie or toad-in-the-hole, adding a little sausage-meat if necessary

2 Make it into a hash, or heat in a casserole with gravy and freshly cooked vegetables

3 Slice it, and re-heat in a white sauce enriched with egg yolks added at the last moment

4 Use it in stuffing tomatoes, aubergines or marrow

5 Pot by putting scraps through a mincer Season, and mix to a paste with butter

6. Chop small pieces of meat, moisten with gravy and season with grated onion. Use as a filling for savoury pancakes or for little rounds of mashed potato hollowed in the middle, or serve on buttered toast

7. Make it into a salad Serve in a dish lined with lettuce leaves, after soaking it for $\frac{1}{2}$ hour in French dressing and draining.

8 Make a savoury roly-poly with the minced meat instead of with jam

Meat, to cook.—See BAKING, BOILING, GRILLING, STEWING

Meringue, for puddings.—To make meringue to put on a

baked milk pudding, queen's pudding, etc., lightly mix sifted icing or caster sugar into stiffly frothed white of egg, allowing 1 oz sugar to 1 egg white

Milk, to keep.—1. Store milk away from foods with a strong smell such as fish or onions, or it will become tainted

2 Do not dry milk jugs with a cloth that is not spotlessly clean If cloth is not perfectly clean simply wash and scald jugs, then rinse with cold water before using

3 If you have no refrigerator or ice-box, scald the milk when it arrives, in hot weather, or buy a simple milk bottle cooler, consisting of a perforated zinc container and a flannel bag which is kept moist and used as a cover for the milk bottle

To turn sour.—If a recipe requires sour milk and you have none, stir $\frac{1}{2}$ teaspoon of tartaric acid into a cupful of milk, or add lemon juice to milk, drop by drop till it curdles.

To use up sour milk.—Use up sour milk in scones, cakes, etc., or make into sour milk cheese For the latter, cook the milk in a double saucepan till it turns to curds and whey. Add salt, pepper and a little cream to the curd Mix well, and cool before serving with biscuits, oatcakes or toast

Milk Puddings, hints on.—1. For baked puddings, allow $1\frac{1}{2}$ oz. of fine grain like ground rice or semolina, and 2 ozs. of coarse grain, like barley or rice, per pint of milk.

2. For cold moulds, allow



Shoulder of Mutton



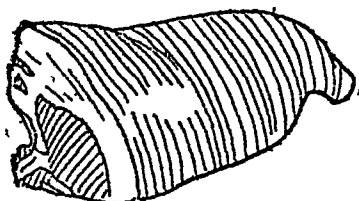
Loin Chop



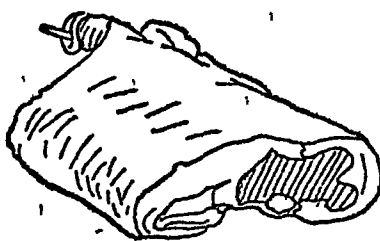
Chump Chop



Pork Chop



Loin of Pork



Saddle



Leg of Mutton

26 *How the butcher cuts up mutton and pork. A shoulder of mutton is often boned, then stuffed and roasted, leg is excellent for boiling. The loin is considered the best joint of pork.*

1½ oz of semolina, etc, and 3 ozs of rice per pint.

3 Puddings of fine grain should always be cooked first in a saucepan or double boiler, stirring constantly until thick and smooth. Pour into a buttered pudding dish and bake. Other cereals should be stirred occasionally till swollen.

1.4 Sago and tapioca are best if soaked in cold milk for 1 hour before cooking.

5 When using eggs, beat them in lightly, just before putting into the oven, or fold in the yolks, and put the frothed whites, mixed with sugar, on top when the pudding is nearly cooked. Bake in a slow oven till meringue is set.

6. To prevent milk or milk

E.W.

mixtures from boiling over, smear the brim of the saucepan with melted butter.

Mince, to vary.—Mix left-over meats together to obtain more interesting flavours, e.g. half pork and half veal for Hamburg steaks, and half beef and half ham or boiled bacon for a cold meat shape.

Mincemeat, to use up.—1. Prepare apples for baking and pack mincemeat into the cored centres.

2 Add to gingerbread or marmalade pudding before steaming instead of prepared dried fruit.

3. Put a layer of mincemeat between pairs of shortbread biscuits before baking.

Mousse.—Whipped cream sweetened and flavoured, and

frozen without stirring, or a creamy shape made from finely pounded meat or fish

Mustard, to mix.—Mild type Mix mustard powder smoothly with milk or cream instead of water French.—Mix 3 table-spoons of mustard powder in a basin with 1 tablespoon of caster sugar Stir in 1 beaten egg, and gradually add 1 teacup of pure malt vinegar. Stir over the fire for 4 or 5 minutes till well blended Cool, and stir in 1 tablespoon of olive oil.

Mutton, frozen.—To improve the flavour of frozen mutton, put the joint into a bowl and cover with boiling water in which you have dissolved a piece of washing soda the size of a hazel nut. After about 20 minutes wash the joint in cold water Dry it on a cloth, and season before cooking

Noisettes.—Small, nut-shaped pieces of lean meat, usually fried Serve as an entrée¹

Noodles.—Small shapes of paste, usually cooked and served in soup or stew, but also fried and served as a sweet

Omelet, to prevent sticking.

—Heat the pan well before using, then scour it out with salt with the help of a soft, greased paper Always see that butter is smoking hot before starting to cook an omelet mixture.

Onion Juice.—A flavouring used for certain salads and savoury dishes, made by grating a raw onion from the root end, or squeezing it on a glass squeezer or any squeezer kept for the purpose.

¹ See ENTRÉE.

Orange Peel, uses for.—1. Cut the rind up *very* finely and put it in bottles Cover with brandy, cork tightly and let it stand for some months, then use for flavouring cakes, etc

2. To get pure orange and lemon oil, cut the fruit skins into quarters and squeeze out the oil into a wide-necked bottle.

3 Dry the skins in the oven, pound them up finely, and store in a bottle Cork tightly Use for flavouring cakes and sweets¹

Oven, to regulate.—If the oven of a coal range becomes hotter than required, cool it by placing a shallow pan of water inside.

OVEN TEMPERATURES

Very hot oven	450°-500° F.
Hot oven	425°-450° F.
Moderately hot oven	375°-400° F.
Moderate oven	350° F
Slow oven	300°-325° F.
Very slow oven	275°-300° F.

Ox Tongue, to cook.—See BOILING

Panada.—A mixture used for binding dry substances, as force-meats It consists either of soaked bread, cooked in stock or milk, or a mixture of 1 oz of butter; $\frac{1}{2}$ pint of water and 4 ozs of flour. Bring the water and butter to the boil, add the flour, then beat the mixture well over the fire with a wooden spoon till it leaves the sides of the pan quite clean.

Pan-Grilling.—A method of cooking thin steak, chops, bacon, sausages, etc, in a heavy frying-pan without any fat First heat the pan till smoking hot, then

¹ See also TEA-MAKING.

cook the meat, turning frequently till ready

Parboil.—To cook partly by boiling Usually finished cooking by some other method In the case of vegetables, to cook until soft only on the surface

Parsley, to chop.—Stalk, wash and dry, and, if possible, blanch ¹ Chop finely with the point of the knife held firmly in the left hand, moving the handle up and down quickly with the right.

Pastry-Making, hints on.—1 The cooler the conditions when making pastry the lighter it will be.

2. The less liquid and the more fat in short crust, the shorter it becomes.

3 Always roll as lightly as possible, using only a little flour on board and rolling pin

4 Brush the edges of a pie dish with cold water before putting on and lightly pressing down the cover, then make a hole in the centre of this for steam to escape

5 Bake pastry in a quick oven, about 450° F (short-pastry), and 500° for puff, flaky and rough puff, until risen Then reduce the heat to 375° and bake till crisp and golden

6 Pastry is improved if left, wrapped in paper, in a cold place or on ice overnight and then baked

7 Use milk when making pastry that is to be served cold It will keep short and crisp longer than if made with water To prevent the pastry of a fruit flan, from becoming soggy with juice, brush the bottom of the

pastry case with white of egg before filling

Flaky pastry.—Use about 9 ozs of butter or butter and lard to 12 ozs of flour Sift the flour into a basin and lightly rub in one-third of the fat Mix to a stiff paste with cold water. Roll out the paste lightly. Dab with small pieces of fat Fold it over, and repeat this process twice more, using up all the fat

Puff pastry—This has equal quantities of fat and flour, and some lemon juice, and cold water, but all the fat is rolled into the flour after it has been mixed into a dough

Short pastry.—Use 6 to 10 ozs of butter to 1 lb of flour. Sift the flour into a basin Lightly rub in all the butter Mix to a smooth paste with milk, water, or with water and the yolk of an egg

Pickle.—For fish.—To each pound of fish, allow 1 bayleaf, 2 cloves, 6 peppercorns, 2 allspice, $\frac{1}{2}$ large Spanish onion, pepper and salt, $\frac{3}{4}$ pint of vinegar and $\frac{1}{2}$ pint of water Bake small fish, boned and rolled, such as herrings, in these ingredients, in a buttered pie-dish, for 1 hour **Pickles, hints on making**—1 Do not let any metal come in contact with the vinegar Use wooden spoons and an enamelled preserving pan

2 Choose dry, sound and not over-ripe vegetables

3 When pickling cucumbers or cabbage, line the preserving pan with cabbage or spinach leaves to improve the colour

4. A small piece of horseradish

¹ See BLANCHING.

in each jar preserves the piquant flavour of the pickles

5. Store in glass jars, with vinegar completely covering the pickles. If they show signs of deterioration at any time, drain off the vinegar, cover with fresh vinegar, and add spices.

6 Some pickles are improved by soaking prepared vegetables in salted water before pickling.¹

Spice mixture for.—Allow 4 tablespoons of the following mixture to a 2-quart jar of pickles.—

- 1 tablespoon black pepper
- corns
- 1 tablespoon whole cloves.
- 1 tablespoon allspice berries.
- 1 tablespoon mace
- 1 tablespoon celery seed
- 2 tablespoons yellow mustard seed
- 1 tablespoon chopped garlic.
- 3 tablespoons grated horse-radish
- 1 inch ginger root
- 4 dried red peppers.

Potato Border.—A fancy border for an entrée² made of mashed potato, enriched with milk, butter and egg yolk. Season to taste. If a baked border is wanted, arrange it in a buttered baking tin. Brush it with beaten egg, and brown it in the oven

Potatoes, hints on cooking.—To bake quickly.—If you wish to economise with fuel, stand the potatoes in hot water for about 15 minutes before baking

To make floury.—Add vinegar, allowing 1 teaspoon to each

¹ See BRINE. ² See ENTRÉE

pint of water in which old potatoes are cooked, when the potatoes have been boiling about 15 minutes

To mash lightly.—Add a pinch of baking powder to potatoes while mashing. Beat well

Potato Water, to use up.—

1. Use instead of water when making stock
2. Use instead of water for making gravy
- 3 Use to moisten meat puddings or pies
- 4 Use when mixing bread dough, and the bread will keep fresh longer.

Pot-Roasting.—This is a good method for inexpensive cuts of meat, and for birds not of the best quality. Melt 2 or 3 tablespoons of dripping in an iron saucepan and fry the joint, turning it frequently till it is brown all over. Sprinkle with pepper and salt. Cover tightly and cook very slowly, adding a little stock or water if inclined to burn. Cuts will take about 1 hour to the pound.

Poultry, to cook.—See BAKING.

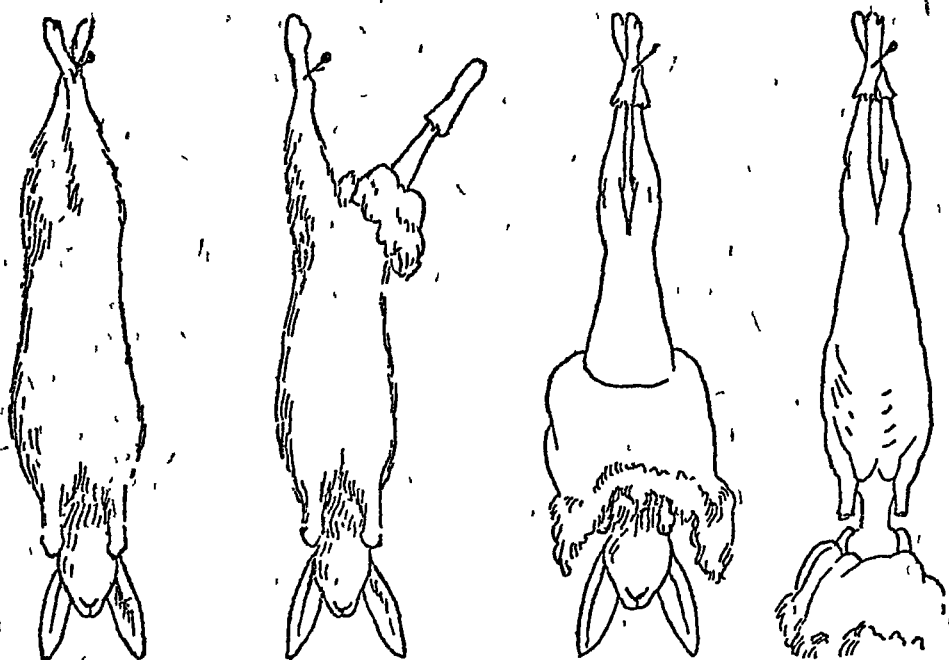
Puddings, left-over.—1. Slice

and fry plain boiled, steamed or baked puddings in a little butter.

2. Re-heat hot fancy puddings in a covered basin and serve as they are
- 3 Re-decorate cold fancy puddings with whipped cream or chopped jelly.
- 4 Cook plain milk puddings in a saucepan and make into cold moulds, or re-bake with the addition of a beaten egg and a little more milk.

Puddings, milk.—See MILK PUDDINGS.

To cook puddings.—See BOILING and STEAMING.



27 *How to Skin a Rabbit—Draw the skin from the feet towards the head, after hanging the rabbit on a nail by a slit cut in one of the hind legs. Where necessary, ease the skin with a sharp knife*

To turn out puddings—A boiled or steamed pudding is less likely to break when turned out if allowed to stand for a few minutes after leaving the water before turning out

Purée.—A smooth pulp of vegetables, fruit, etc., usually obtained by pressing through a sieve. Or a thick soup made with stock or white sauce and vegetable purée

Rabbit, to skin.—Paunch a rabbit as soon as it is killed. Cut a small slit in one of the hind legs, just above the foot, and hang the animal on a nail by it. Cut the skin round the leg, near the foot, and begin to pull it off gently, easing it with a sharp knife where necessary. Do the

other leg in the same way, and the tail. Now pull the skin gently down to the forelegs. Draw the forelegs out, and continue skinning until you come to the head, where the skin may be eased off with a sharp knife. Leave on the ears, but chop off the feet

Skin a hare in the same way

Raisins, to stone.—To stone raisins quickly and easily, first stand them in boiling water for 2 minutes (do not boil). Stone and dry before using for a cake or pudding

Raspiings.—Browned breadcrumbs used for coating boiled hams, meat moulds, etc., and for sprinkling over savoury dishes such as cheese au gratin.

Rennet.—A preparation, in liquid or powdered form, for curdling milk for junkets. It is made from the lining of the pig's or calf's stomach.

Rice Border.—A border for cold entrées.¹ Simmer $\frac{1}{2}$ lb of rice in $1\frac{1}{2}$ pints of water, with 2 teaspoons of salt, until the water is absorbed and the rice tender. Pound till smooth. Pack into a wet border mould. Leave till it is cold and set.

Rice, to boil.—To make rice white and keep the grains separate when cooked, add a little lemon juice to the water. Rice for curries can be turned into a colander when cooked, and held under the cold tap turned full on, then re-heated in the saucepan with a little butter. Patna rice is less floury than Carolina, which is best, for creamy milk puddings.

Roasting.—The old method of cooking meats in front of a bright, clear fire, now superseded by baking² or roasting³ in an oven. Grilling³ over a clear fire has very similar results.

Rose Petals, to crystalise.—Dissolve $\frac{3}{4}$ lb of caster sugar in $1\frac{1}{2}$ gills of water, then boil it till it is between 230° F. and 240° F. Dip large, sweet-scented rose petals in the syrup. Drain them well and lay them on waxed paper for a few hours. Next, brush them over with white of egg and dust with fine caster sugar before drying them in the sun or near a stove. Store in airtight tins or jars.

Roux.—A thickening for soups,

etc., made by cooking equal quantities of butter and flour in a saucepan. It can either be white, or cooked until brown. One heaped tablespoon of roux thickens 1 pint of liquid. Any left over roux can be kept for a long time if tightly covered, and stored in a cool place.

Sauces, to make.—The basis of any *brown sauce* is butter, flour and stock. Melt 2 tablespoons of butter in a saucepan. Stir in 3 tablespoons of flour, and when brown stir in 1 cup of stock. Bring to the boil. Season, and cook 5 minutes. *Hard sauce*—An accompaniment to Christmas and other puddings. Cream butter and sugar together, then add brandy or rum, drop by drop, to taste. *White sauce* is made like brown sauce, except that milk instead of stock is added, very gradually and without allowing the flour and butter to brown.

To thicken.—Add to hot sauce any of the following: beaten egg yolks; flour, such as potato, rice or cornflour or arrowroot, creamed with cold fluid; butter and flour rubbed together and dropped in bit by bit; butter and cream added alternately in small quantities. If roux¹ is used, add to the sauce and stir well till boiling.

To remove lumps from.—If sauce has become lumpy, use a rotary egg beater vigorously, or strain and add a small pat of butter.

To keep hot.—If you are not using a double boiler, place the

¹ See ENTRÉE. ² See BAKING, MEATS.

³ See GRILLING.

¹ See ROUX.

saucepan in a larger vessel containing boiling water

To use up —1 Use left-over cheese, tomato or white sauces in fish cakes, or in curried or scalloped fish

2 Add brown sauces to any brown soup, stew or meat pie, or, if savoury enough, to curry

3 Beat sweet white sauces, flavour with chocolate, coffee or caramel, and serve hot with ice-cream or steamed sponge pudding

4. Serve custard sauce cold with fruit, or make into a fool by mixing with an equal quantity of sieved fruit, use when making a trifle, or add to a jelly in place of part of the water.

Sauté.—See FRYING, SHALLOW.

Scallop.—A large shell fish which is usually baked, fried or stewed. Also fish or other food baked in scallop shells or dishes resembling them, with the addition of white or cheese sauce. Top with breadcrumbs and dab with butter before baking

Scotch Woodcock.—Spread rounds or squares of toast with anchovy paste. Top with scrambled eggs

Scum, to remove.—If a small cup of cold water is added to stock when it comes to the boil, skimming will be much easier

Sieving.—The process of forcing a substance through a sieve with the back of the bowl of a wooden spoon. The sieves should be placed upside down over a bowl, and a very little of the mixture put on to it at a time. When sweet corn, beans, peas, etc., are difficult to sieve, pour a little of

the liquid in the recipe over the purée

Soufflé.—A light, baked sweet or savoury composed largely of eggs—e g cheese, fish and chocolate soufflés. Paper cases or special fireproof soufflé dishes should be obtained for these, since they must have plenty of room to rise, and are served in the dishes in which they are cooked

Soup, over-salted—Peel and slice a raw potato and add it to soup that has been over-salted. Boil the soup for a few minutes and the potato slices will absorb some of the salt and can then be removed

Soup Meat, to use up—After making stock, the meat or giblets can be used with or instead of ordinary cooked meat in any of the following ways—

1 Make into a curry

2 Mix with diced celery and well-flavoured mayonnaise and serve on a dish lined with lettuce for luncheon or supper

3 Make into meat cakes, croquettes, rissoles or canapes

4 Make into a stew with cooked vegetables

5 Make giblets into giblet broth, with rice, parsley and thickened stock

Steaming.—This is a very simple and economical method of cooking several courses over one burner (e g fish or fowl, pudding, and vegetables such as old potatoes), if you possess a steamer with several upper divisions. These are quite inexpensive. Or a single steamer with lid and perforated floor can be bought to fit

almost any large saucepan. Most foods suitable for boiling can be steamed, and though the process takes much longer, it is less wasteful. Be sure to have the water underneath boiling before putting the food into the steamer, and to replenish it when necessary with *boiling* water.

To steam fish.—It is best to steam fish on a trivet or rack in a saucepan or fish kettle, as it is so apt to break when being taken from an ordinary steamer. Add $\frac{1}{2}$ tablespoon of salt and of lemon juice or vinegar to 1 quart of water, and allow 20 minutes to each pound of fish. A small fish or single fillet can also be cooked in a little milk or butter between two plates placed over a saucepan of boiling water, for about 10 to 15 minutes. This is a method very suitable for children or invalids.

To steam meat.—If meat is cooked in the type of steamer with holes in the bottom, place it in a tin small enough to expose some of the holes, so that the gravy is preserved. Large joints should be boiled, as steaming will not cook them thoroughly.

To steam puddings.—Fill the basin only two-thirds full to allow the mixture to rise, and cover this with buttered paper. Cook very thoroughly, allowing about half as long again as for a boiled pudding.

Stewing.—Cook slowly in a covered vessel with only a little liquid, either over a low flame or in a slow oven. Vegetables, fruit and fish can be cooked in this way. Stewing is especially suitable for

cheap tough cuts of meat as it makes them tender. Boil green vegetables quickly for 5 minutes to conserve their colour, then strain and chop slightly. Cook very slowly in their own moisture.

TIME-TABLE FOR STEWING MEAT

Brisket	2½-3 hours
Steak	2-2½ hours
Haricot mutton	1½-2 hours
Liver and Bacon	1½ hours
Ox tail	3-3½ hours

Stock, types of.—There are four principal kinds of stock.—

Clear stock, made from raw beef and veal bones.

Brown stock, from cooked beef bones and meat.

Whitestock, from veal, chicken or rabbit bones.

Fish stock, made from fish trimmings.

Sweets.—See CANDIES.

Swiss Roll, to prevent cracking.

—When the sponge is cooked, turn it out of the tin on to a cloth wrung out of boiling water. Trim the edges quickly, spread it with warm jam, then roll up while still hot, drawing the cloth carefully towards you as you roll away from you.

Tart, to re-heat.—Stand the tart in a deep dish filled with hot water on the top of the stove till the filling is hot, then put it in the oven for 20 minutes to heat the pastry. In this way the crust will not be spoiled.

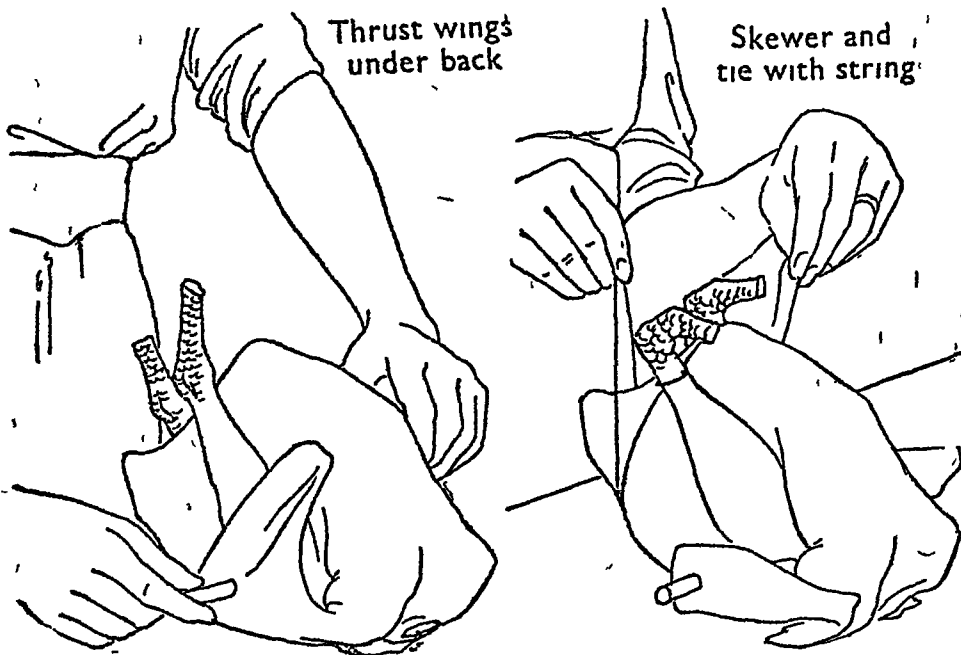
Tea-Making, hints on.—1. First heat the teapot.

2. Allow 1 teaspoon of leaves per person, and 1 teaspoon over.

3. Do not let tea stand more



RUB FAT INTO FLOUR WITH THE TIPS OF THE FINGERS



28 *Trussing Poultry or Game for roasting*

than about 5 minutes before it is poured off the leaves.

4 Do not use a pot that is much too large

5 Be sure to use *boiling* water that has only just come to the boil—"water long boiled makes tea spoiled"

To add flavour.—Ordinary tea may be given that expensive orange flavour by keeping dried orange peel in the caddy Put a morsel of peel in the pot when you make the tea

Treacle, to weigh.—To protect your scales, and enable treacle or syrup to run off easily, sprinkle flour liberally on the scales before weighing.

Trussing.—Fish.—First skin the fish Truss whiting by fixing the tail through the mouth with a skewer Truss a small haddock by drawing the tail through the

eye cavities, and pin a large one in the shape of the letter S on a long skewer

Poultry and Game—First place the bird with its tail towards you, and thrust the ends of the wings under the back Then secure the pinions by passing a long skewer through the first joint of the right wing, next through the leg pushed up close to the side, and then through the body and left leg and pinion Next skewer the first joints of the legs Birds can be trussed with twine and a trussing needle if preferred, and for boiling should always be done in this way. Always remove the feet and lower legs of poultry, but not of game birds unless liked Remove string and skewers before serving.

Rabbits and Hares—For roasting, these are trussed with

the front legs skewered back flat against the sides, and the hind legs, with sinews cut, skewered forwards flat against the front ones. The head should be pressed well back between the shoulders, and a skewer run through the mouth into the back.

Vegetables, to freshen.—Wash wilted vegetables in vinegar and water, and leave them to soak in it for about an hour before cooking.

Weights and Measures.—All quantities mentioned in recipes should be measured level. To measure dry ingredients accurately, fill the cup or spoon and level it with a straight knife-blade, without pressing. To measure fats, pack well down before levelling off, then measure. Always sift flour once before measuring.

2½ cups Brown Sugar	= 1 lb.
2 cups Fat	= 1 lb.
1 cup Currants	= 6 oz.
1 cup Raisins	= 6 oz.
½ cup Chopped Nuts	= 1 oz.
4 cups Flour	= 1 lb.
2 cups Rice	= 1 lb.
3 cups Oatmeal	= 1 lb.
1 cup Stale Crumbs	= 2 oz.
9 or 10 Eggs	= 1 lb.
1 heaped tablespoon Fat	= 1 oz.
2 heaped tablespoons Flour	= 1 oz.
2 heaped tablespoons Coffee	= 1 oz.
2 heaped tablespoons Icing Sugar	= 1 oz.
1 heaped tablespoon Caster Sugar	= 1 oz.
8 lumps Sugar	= 1 oz.

Note.—When measuring dry ingredients, such as butter, flour or sugar, a heaped spoonful equals 2 level or liquid spoonfuls.

LIQUID MEASURES

1 cupful	= 1 average teacupful
½ pint	= 1½ cupfuls
1 wineglassful	= ½ gill
15 drops	= 1 saltspoon- ful
4 saltspoonfuls	= 1 teaspoon- ful
4 teaspoonfuls	= 1 tablespoon- ful
8 tablespoonfuls	= 1 gill (½ pint)
4 gills	= 1 pint
2 pints	= 1 quart
4 quarts	= 1 gallon

SOLID MEASURES

2½ cups Caster Sugar	= 1 lb.
3½ cups Icing Sugar	= 1 lb.

Whey.—A digestible, nutritious drink, made by curdling milk, and straining away the curds. This is easily done either by adding the juice of a lemon to a pint of boiling milk, or 1 teaspoon of rennet to a pint of warm milk.

Whipping.—Beat cream or eggs up lightly with a wire whisk or egg beater until frothy. It is best to do this in a cool place. Add a pinch of salt to eggs, and a pinch of caster sugar to cream before starting to whip.

Yorkshire Pudding, to lighten.—Add a tablespoon of hot water to the batter before putting it into a baking tin containing a little boiling fat.

THE FAMILY

FROM the time the first baby arrives, the routine of the house must be adapted to some extent to suit his requirements. Feeding, bathing, dressing and "airing" of baby have to be neatly dovetailed with all your former tasks of cooking, shopping, housework and mending. So, with the children, as with other aspects of home management, you will want to make your work as labour-saving and time-saving as possible.

This section tells you how to prepare for baby's arrival, and how to care for children from infancy to adolescence. It will help you to get over such tiresome problems as teething, weaning and times of sickness in the nursery with the minimum of trouble.

On the wife and mother rests also the major portion of responsibility for keeping her family happy as well as healthy, and preserving harmony in the home. Helpful advice is given, therefore, on such subjects as "difficult" or nervous children, the only child, the adolescent, and on relations between husband and wife. There are, in fact, hints for dealing with every kind of major and minor difficulty likely to be experienced by the mistress of a house where there are children.

Accidents, to avoid.—Many of the mishaps which children meet with in the home could be avoided by a little care and foresight. For instance, if some one had not left the long handle of a saucepan full of hot water projecting over the gas-stove, a small and curious boy or girl would not have been scalded, if the scissors were always put safely away after sewing, there would be fewer cut fingers. Here are some more tips on preventing accidents —

1 If ever you see a loose stair-rod, pounce upon it and remedy matters at once, or some one will fall downstairs.

2 Don't have a polished floor with mats where the children are likely to play.

3 Never allow a game of ball or shuttle-cock or with toy balloons in a room where there is an open fire.

4 Don't leave a poker in the fire with children in the room.

5 Don't give children celluloid toys or any kind of engine or other toy that needs methylated spirit to make it work.

6 Very young children should never have clockwork toys. Sooner or later they are sure to pinch their fingers.

7 Don't have a window-seat in the room where the children play, of such a height that a small person climbing on it could fall out of an open window.

8 If it is necessary to have ornaments where children are, see that they are large, heavy-

bottomed ones, not tall, slender-stemmed affairs, liable to crash on to a small person's head at the slightest vibration.

9. Try to have the furniture in the children's playroom with rounded corners, and good, solid, square legs.

10. Always, leave plenty of space for the children to play so that they can avoid bumping their heads and limbs on tables and chairs.

11. No water garden if you have children, please, and no tanks that a child could adventure into.

Adolescence.—What is known as the "difficult" age of children—the period when the boy is developing into a youth and the girl into a young woman—often causes disruptions in home life. The mother who is anxious that her children shall have emotional balance and a sane, steady outlook on life, particularly in regard to matters of sex, cannot give this problem too much thought or trouble.

Girls, especially, are subject to emotional disturbances at puberty. long before the physical changes appear. These disturbances may take the form of moodiness, a desire to be alone, irritability, depression, excitability and disinclination for exertion.

All this is due to the children's struggle to adjust themselves to a new phase of life, and the unobtrusive sympathy and understanding of grown-ups will do much to help them through this difficult time. It is best to

explain simply and clearly to children the reasons for this emotional upheaval and that it is a temporary state through which every one passes. At the same time, encourage them to mix with children of their own age, see that they have plenty of healthy pleasure, sports and interests, while being careful not to force them too much.

To give the child a dog or cat or, in the case of a girl, some share in the care of a younger child, often provides a satisfactory outlet for the emotions.

Adoption of Children.—Childless wives and unmarried women who have greatly desired children sometimes suffer from melancholy and depression as a result of their disappointment when they reach middle-age. If circumstances allow, the best way of filling this gap in their homes and lives is to adopt a child of a suitable age.

It is not desirable, for instance, for a woman of fifty to adopt a young baby, for she cannot be expected to have the same amount of stamina or energy to cope with his demands as a woman in the twenties or thirties. Also she will be old before the child is grown-up and is not likely to be able to give him that companionship and share in his interests that a child expects from a mother. A woman of fifty should adopt a child of seven or more, as it is not an unreasonable age for her to have had one of her own.

Law concerning Adoption.—Adoption is naturally regulated

by law, and any one thinking of adopting a child should either consult a solicitor or apply to one of the adoption societies, such as the National Adoption Society, 4 Baker Street, London, W 1. The main provisions of the law are.—

1. The adopter must be over 25 years of age and at least 21 years older than the person adopted

2. The person adopted must be under 21 years of age

3. The parents or guardians of the child to be adopted must agree to the adoption

4. In the case of a married couple, both must agree to adopt the child. That means a wife cannot adopt a child without her husband's consent, and *vice versa*

5. A man living alone will not be allowed to adopt a female child

6. The adopter, parents or guardian of a child to be adopted may not receive any payment in connection with the adoption

Some of these conditions may be modified in special cases such as, for instance, when some one wishes to adopt a near relative. Before a child is legally adopted, the adopter must have applied to a Police Court for an order authorising the adoption, and the Court will ensure that the adoption is for the welfare of the child. In special cases it may even impose conditions on the adopter for that purpose.

Adoptions must be entered in the Adopted Children Register which is kept at the General

Register Office, and the word "Adopted" must be written against the name of the child in the Register of Births. A certified copy of the entry in the Adopted Children Register is evidence of the adoption.

Baby in Pram.—Here is a way to make sure that when baby first sits up in his perambulator he is safe, warm and comfortable. Make a bag out of warm, strong material large enough to put him in, and tie it firmly with a draw-string round his waist. Leave plenty of room for him to move his legs about inside. Put the strap of the safety harness of the pram round his waist over the bag and he cannot fall out.

Baby, records of.—To keep a record of a baby's and small child's development is not only a delightful task for the mother, but is of very great value in estimating whether he is making the progress he should do, in supplying knowledge which may be of use in later life, and providing a source of comparison with any other babies that may come along later.

You can buy "baby record" books, but you may prefer to make up your own so that it has recorded in it just those things you want to remember. An attractively bound scrap-book with stiff white pages of good quality paper is excellent for this purpose, and will take photographs as well. Here are some of the things you will want to include —

Name of the Nurse.

Name of the Doctor.

Date and hour of birth
 When Baby's teeth arrived-
 Baby's height and weight
 The Christening (full notes).
 When Baby first smiled
 When Baby first laughed
 When Baby first spoke and
 what he said
 When Baby first sat up alone
 When Baby first walked
 Baby's ailments

It is quite a good idea to carry on this record throughout childhood with such items as the first letter, the first party, the first day at school, examination successes, holiday places visited, etc

As the child grows older he will probably enjoy continuing the book himself

Baby, routine for.—The routine of a baby's day must vary to some extent with the mother's circumstances, but it is important that there is a routine carefully planned for feeding, bathing, sleep and playtime

The normal baby does best on five four-hourly feeds a day, with no night feed. The bath can be given night or morning, but the morning is usually more convenient when baby is fed four-hourly. Here is a suggested time table for a young baby:—

PLANNING BABY'S DAY

6 a m.—First feed, holding out, then back to cot.

9 15 a m.—Bath and holding out

9 45 a m.—Baby left to play in his cot while mother clears up after bath and prepares feed

10 a m.—Second feed, and back to cot to sleep until 2 p m

He may wake once to be changed. If he wakes any time after one o'clock a baby over three months can be taken up and put to kick on a mattress or in a kicker.

2 p.m.—Third feed and holding out. A child under six months need not be taken out in the afternoon, but can be left in his cot in the open air.

5 p m —Playtime with mother.

6 p m —Wash, feed and change, holding out before and after the feed. Then put baby to bed.

10 p m —Last feed and holding out

Basket, baby's.—The modern baby requires very little in his basket. It is handy to have a lower shelf on which to put his clothes as they are discarded at bath-time. Give it a cover to match the screen and cot coverlet. This provides a finishing touch and protects it from the dust. The upper shelf of the basket can be lined and have pockets to hold the necessary articles

CONTENTS OF BASKET

Needles	Hair-brush
White cotton	Comb
Safety pins	Scissors
(large)	(rounded points)
Crêpe bandage	

Bathing Baby.—Have the window closed and the room warm. Collect everything necessary before disturbing baby for his bath. Here is a list of what you will require:—

1. Bath on stand containing cold water.

2. Can or kettle containing hot water

3 Baby's basket with change of clothes and clean napkin

4 Bath and face towels, washing cloths and soap

5 Bowl of warm boiled water

6 Cotton wool for swabs and receiver for used swabs

7. Chamber and covered pail for soiled napkins.

8 Brush and comb

9 Weighing machine—if it is weighing day.

10 Olive oil or vaseline if necessary

Have everything within easy reach of your chair and put a draught screen round the bath. The right heat for the water is 100° F, but if you haven't a thermometer you can test it with your elbow. It is a good plan to put the cold water in the bath and keep the hot water in the can or kettle until the last minute. If the bath is prepared at the right temperature beforehand, it will be cold by the time baby is undressed. And there is also less danger of accidents if the cold water is put in first.

Wear a mackintosh apron or bib, with a flannel apron over it. When baby is undressed wrap him in a warm bath towel or blanket while you attend to his face and head. His face should be washed without soap and very thoroughly dried, especially the ears. Clean the nostrils with small twists of cotton wool wrung out of boiled water. The easiest way to wash the head is to turn baby with his feet towards you and support his head

over the bath with your left hand.

To put baby into the bath support his head on your left forearm, with your left hand under his shoulders, and lift him with your right hand by grasping his legs just above the ankles. Always lower him into the water very gently, as he is easily startled.

Now rub him all over quickly with soaped hands, then splash off the soap. After he is six months old you can use cooler water for rinsing to accustom him to a cold sponge down after his morning bath. When drying baby pay special attention to the creases at the nape of the neck, the fat part of the thighs, the groins and under the arms. Do not use powder as this clogs the pores.

Bottle, baby's —To choose.—Select a bottle with a flat bottom so that it can be stood in a tall jug to heat. This type has no valve, so that the baby is less likely to suck in air or get his feed too quickly. You should have two teats, each with a bulbous end but one with a hole a little larger than the other. The one with the small hole is to be used first while baby is hungry and will work hard, the second one is for use after about 10 minutes to ensure that he finishes the feed in twenty minutes.

To clean the bottle.—After each feed fill the bottle with cold water, and later wash and boil it. The teats should be rubbed with salt inside and out, and rinsed in cold, boiled water. They should then be put on a saucer to drain

and covered with a cup to keep out the air. Scald them twice a day but never boil them.

To give the bottle.—Keep a little flannel bag on the bottle while feeding baby. This helps to keep the mixture warm and saves time in re-heating the mixture for a baby who sucks slowly. Never leave the baby with his bottle, but hold him comfortably on your lap and keep a gentle pull on the bottle so that he gets the necessary sucking exercise. The food should always be just tepid.

Child, only.—The parents of an "only child" have their own special problems to face. It is often a temptation to spoil the child, because all the interest and anxiety that would have been distributed between several boys and girls are now focused on one object. On the other hand, some parents in their determination *not* to spoil him, will be too severe.

An only child is frequently introspective, and older than his years through associating chiefly with grown-ups. On the other hand, if parents shower too much attention and affection on him and try to delay the "growing-up" process for their own selfish ends, the child may find emotional maturity very difficult to attain.

The parents of the only child should encourage him to lead as independent a life as other children of his age, giving him plenty of opportunities to make young friends. Most children would be happier if their parents would take the line of "observant

neglect." Watch them carefully but leave them alone as much as possible.

Remember that you cannot expect to receive from one child the attention and devotion you would have from a whole family without seriously encroaching upon his legitimate pastimes and interests outside the family. Do not make him feel that because you "have no one but him" he is under a heavy obligation to fill your life for you. It is unfair to the child for, if he is hypersensitive, he will constantly be having severe mental conflicts. If he is not sensitive he will get a higher sense of his own value than is good for him.

The parents who give their children most freedom in this respect, and do not confuse the words "duty" and "affection" are those who are most likely to keep the friendship of their children permanently.

Clinics.—Most families have their own doctor whom they can call in in any case of illness, but there are also the Clinics run by the Public Health authorities which could be much more widely used, especially for those children who require a considerable amount of attention. For example, any case of deformity in a child, however slight it may be, should be taken to the Orthopaedic Clinic. These clinics are scattered all over the country and a child can be examined by a specialist and receive any treatment that may be ordered, such as massages, exercises or electricity.

For Mothers and Children.—Ante-natal clinics give valuable advice to expectant mothers and the Child Welfare Clinics, of course, are well-known. By taking a child to one of these clinics three or four times a year up to the age of five, many early signs of ill health can be detected, and serious developments often prevented. Dental Clinics, too, can do a lot towards helping to prevent decay and ensuring that a child's mouth develops in the right shape.

There are also "Light" clinics which give artificial sunlight treatment. This is ordered not only in illnesses such as rickets, but is sometimes prescribed to *prevent* illness. Every child needs plenty of sunshine, and if, in an especially dull and dreary winter, this is supplied by artificial means he may be saved many colds and coughs, if not worse disabilities.

For Adults.—The work done by clinics is not by any means confined to children. Grown-ups may be treated in this way for almost every kind of illness. There is, for instance, the Tavistock Clinic for Functional Diseases in London which gives special treatment—of a mind-healing rather than a body-healing type—for women passing through the change of life.

Clinics offer the expert services of a group of doctors with equipment for scientific treatment to all who cannot afford the often extremely heavy fees of a specialist. It is wise, however, to patronise only those clinics that are run by the Health authorities, or by a

reputable hospital, or by a medical school, and to attend them through the personal recommendation of a regular licensed physician.

Clothing.—**Baby's clothes.**—The main points to remember about an infant's clothes are that they should be light, airy and warm in winter, cool in summer, and allow plenty of freedom of movement. Woolly and fleecy material is best for frocks, coats, etc., and woven material for underclothes.¹

Children's clothes.—You should choose your children's clothes from the point of view of appearance as carefully as you choose your own. This means studying the child's colouring and type—not dressing her in pink, for instance, because pink is *your* favourite colour.

Let a girl have some voice in the choice of her clothes. She is then more likely to take care of them, since you will have aroused her interest in them. Beware of ever dressing children in startling combinations of colours or queerly shaped hats. Playmates are inclined to be not only critical but outspoken!

Don't be satisfied because your small daughter is merely neat and tidy—great advantage though this is. Some parents think that "anything does for a child" if it answers that description. It is worth while helping your daughter to develop good taste and judgment in dress. Mothers do not always realise how soul-searing it is for a girl

¹ See also LAYETTE.

in her early years to be confined to "serviceable" clothes.

Clothing should always be light and warm, and with young children see that large exposures of skin are not left uncovered. They should wear long stockings that leave no gap between them and the knickers in the winter. A pair of woven combinations, liberty bodice, warm knickers or skirt, and tunic or jersey, are most suitable for indoors.

See that shoes and stockings are large enough to allow for growth. The shoes should have a broad toe, low heel and be straight on the inner side of the sole. Laced shoes are best for outdoors as soon as the child is big enough to wear them. Gloves are only needed in very cold weather. The first set should be fingerless.

Woman's clothes.—Nowadays the average woman's lingerie is quite in keeping with the rules of health, and is just as light and airy as any doctor could recommend. For the sake of your figure, never have anything tightly constricting the lower part of your chest or the abdomen. A too-tight brassière that restricts breathing will help to give you a flat chest, not develop it. Don't wear garters if you do not want to run the risk of encouraging varicose veins.

Clothing during pregnancy.—During the last few months a belt sometimes gives comfort, but don't wear anything that gives pressure instead of support, such as boned belts or those made of hard, unyielding material. Dis-

card your belt here for the time being, as it is important that the breast should not be supported. If you feel you need support, wear a "ring" type. Wearing without weight or pressure should be your aim with all your clothes at this time.

Unless you are in the habit of wearing very high heels, choose dark-colored, low-heeled shoes. In any case, wear lower heel than usual. There is then less likelihood of flat-foot developing, as it sometimes does during pregnancy.

Don't have elastic round the waist of any garment. Let everything hang from the shoulders or substitute buttons for elastic.

Confinement.—Nowadays many women arrange to have their confinements in a nursing home or a hospital, according to their means. It is a very good plan for, besides ensuring skilled help and good conditions, it gives the mother a complete rest, and leaves her free from house-keeping worries. If the confinement is to take place at home a midwife or maternity nurse, recommended by the doctor, should be engaged well in advance.

A midwife is qualified to undertake the whole case alone, although in most instances she is assisted by the doctor after the first stage. Midwife or nurse should be installed in the house two or three days before the baby is expected.

Choose the best room in the house and clear it of all unnecessary furniture. It must be very clean, well ventilated and as bright and restful as possible.

ARTICLES REQUIRED

- 2 hot water bottles with covers.
- 2 dozen large sanitary towels
- 2 dozen smaller sanitary towels
- 1 lb gamgee tissue
- 1 large mackintosh sheet, to cover mattress
- 1 lb cotton wool
- 2 accouchement sheets.
- 2 binders
- Large safety pins.
- Lysol.
- Nail brush
- Castor oil or cascara.
- Bed-pan
- Olive oil
- Feeding cup
- Methylated spirit.
- Pure Castile soap.
- Boracic powder.
- Zinc powder
- Starch powder.
- Medicine glass
- 3 large white enamelled basins
- Bath thermometer.
- Enema syringe
- Vaseline.
- Soiled linen receptacle.
- Towels
- 4-inch bandages

The first sign that labour is beginning is usually an aching pain in the back, increasing from time to time and then perhaps passing off again for a short time. With this occurs a clear or slightly blood-stained discharge from the vagina. If there is much bleeding it is an indication that something is wrong and the doctor should be sent for at once.

If all is well the mother feels fairly comfortable between the pains and can make her preparations, such as having a warm hip

bath and superintending the getting out of the baby's garments and then her own, so that they will be aired and ready.

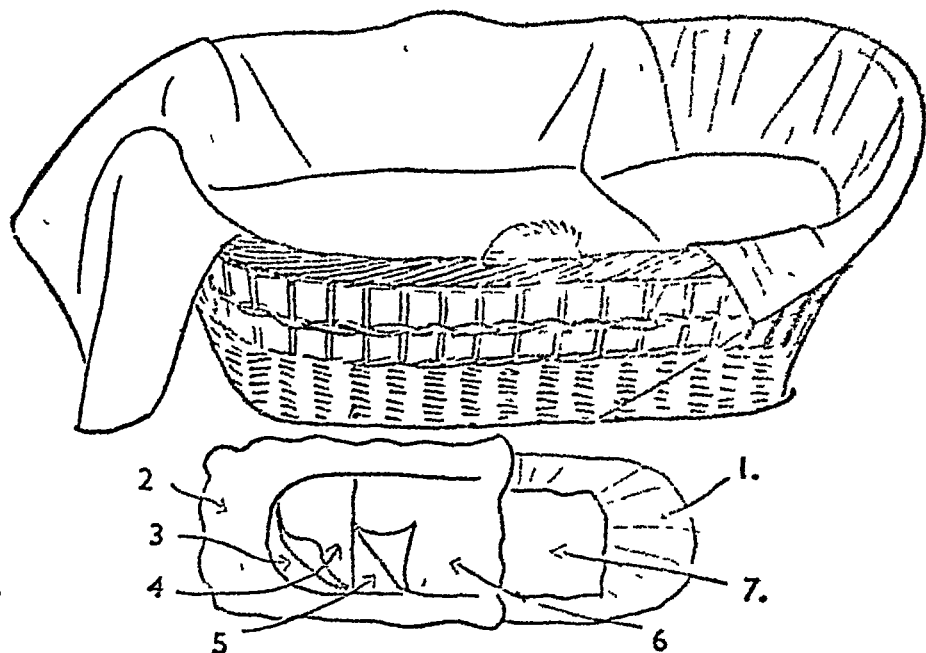
The pains soon spread round to the front of the body and are felt in the pelvis and sometimes down the limbs. As they grow stronger the mother may feel or be sick. This is not usually harmful and need not cause alarm. The first stage lasts many hours and requires much patience.

The actual process of birth may last for two hours or longer, and it is then that the pains become most frequent and severe. Women vary greatly in the degree of pain they experience, some suffering hardly at all and others very intensely, but the doctor can always make things bearable for his patient.

With the first child the process naturally takes longer, often a full day, but subsequent confinements are usually quicker and easier. The idea that *because* a woman is no longer in her first youth she will suffer more with her first baby than a younger woman is quite mistaken.

About half an hour after the baby's birth, the placenta and membranes come away and this completes the birth process. The nurse then takes the baby from the mother, and after a few moments the cord is severed. The baby usually takes his first few breaths with a little cry, which proclaims the welcome news that he has arrived and lives.

After a second or third confinement the mother may have "after pains" for a day or two, but they



29 A wicker basket free from draperies is the most hygienic bed for baby. The diagram shows how the bed is made 1 Head net 2 Blanket. 3 Hair mattress 4. Chaff mattress 5. Mackintosh 6 Draw sheet. 7 Pillow A small, low pillow of chaff is the most suitable.

are seldom severe and can be controlled by suitable medicine. Bleeding ceases after about a week, when the womb regains its normal size and firmness. Nowadays specially prescribed exercises begun after the second week, are a more favoured form of building up the abdominal walls again than tight binders. It is surprising how quickly the normal figure is regained.

Cot.—The modern cot—the most important article of nursery furniture—is often free from all fussy draperies that will exclude the air, is light and easy to move and easily cleaned. An open wickerwork cot would fulfil all these conditions. It is easily

washed and dusted and allows a constant stream of fresh air to surround the child. Instead of muslin and silk draperies you can give it a little two-fold screen about four feet high. You could cover a small clothes-horse with a rug or curtain and use it for this purpose.

To make this cot, first of all arrange a coarse net lining at the head. This is to break the direct current of air and allow even circulation. It should reach far enough down to avoid a gap between it and the enveloping blanket. The blanket should be placed lengthwise across the cot, leaving one side longer than the other. A flock or hair mattress

placed on this makes a firm foundation, and should be provided with a loose, washable cover. Choose a chaff mattress to put over the first mattress. It is light, warm, soft, can be easily changed and cleaned, and is very inexpensive. It also does away with the necessity for the unhealthy long mackintosh.

Over the chaff mattress should come a small soft under-blanket, just long enough to tuck under the chaff mattress at top and bottom. Across the centre of this lay a piece of rubber sheeting, 21 in. by 12 in. and over this a slightly larger piece of flannel mixture or non-inflammable flannelette. A small low pillow of chaff, rounded to fit the head of the cot, is all that baby needs. For the first few months he should lie as flat as possible while resting.

Make a slight hollow in the centre of the cot for baby to lie in, and arrange a small soft blanket or shawl loosely over him. The sides of the blanket are now brought up and tucked into the opposite side of the cot, taking the shorter side first. The ends are tucked under the mattress or brought up on a single fold over the feet. Tuck the shawl up warmly round the baby's neck, but leave plenty of room for him to move his body, and leave his nose and mouth free. If a hot-water bottle is necessary it must certainly not be hotter than 180°.

Education.—A child's education begins almost as soon as he is born, and in some ways the first five or six years are the most

important of all, for it is then that the foundations of concentration, self-expression and awakened interest are laid. The youngest baby can be taught that indiscriminate crying and screaming will not bring him what he wants. An efficient mother never waits for her baby to get to the screaming stage for something he really *needs*, such as his bottle at the proper time, warmer covering, changing and so on.

A child of two will have—or certainly *should* have—been taught the difference between “yes” and “no.” At this age he should begin to understand that certain of his actions bring pleasant results and others unpleasant consequences. For instance, a child who persistently throws his spoon on to the floor at meal-times will have discovered—unless some foolish grown-up just as persistently picks it up for him or gives him another—that his own action is causing him considerable inconvenience, as he will have no means of eating his dinner.

A child of three is not too young to learn the first principles of self-reliance and independence, and most children of this age are eager to do little things for themselves and for their mother, such as carrying small articles from one place to another, pushing chairs into place and dressing and undressing themselves. Encourage this as part of the child's education. It is only the foolish mother who is always rushing to her child's assistance with the cry, “Oh, darling, *you* can't do

that! Let mother do it for you " If a child attempts something beyond his powers there is no harm in letting him find this out unless he is in danger of injuring himself in the process

Self-reliance is one of the most valuable characteristics a person can possess, and the mother who hinders its development in her child is doing him a very bad turn indeed So, however, great the temptation may be to help a child when you see him taking three or four times as long over something as you would yourself, try to curb your impatience Toys and games can be selected that will also assist in educating the child, and as soon as he is old enough he should be plentifully supplied with materials for making things

Nursery schools are being used more and more by mothers with only children or very small families, so as to provide the very necessary child companionship. They provide an excellent solution to the problem that faces a mother who is still carrying on business Two and a half is the average age at which children are accepted in these schools, and rest, recreation and educational play are all provided for them

When the time arrives for the child to begin lessons in earnest and go to school, you will have to make a choice of the various systems according to your means, where you live, and to some extent according to the child's temperament, abilities and the position for which he must be fitted

If your children are to be

privately educated the choice of a school is, of course, highly important. *The Public and Preparatory Schools' Handbook*, available in most libraries, will give you valuable information about these schools

Feeding Baby.—Breast feeding.—If you want to give your baby the best possible start in life you will breast-feed him, unless this is impossible for any reason There is no kind of artificial food that equals in nourishment the mother's own milk While you are waiting for baby to arrive you should prepare the breasts by massage and cold sponging, and have any defects, such as contracted nipples, attended to by a doctor.

Start breast-feeding from the beginning, and do not be discouraged if the supply of milk seems poor in quantity at first. Lactation is often not fully established until the third week, and you should never despair of breast feeding in less than a month Even then, if the supply is not adequate, you may be able to partly breast feed baby.

For the first few days baby needs only a few teaspoonfuls of fluid from the breasts, but he must be put to them at regular intervals to encourage the glands to function and teach him to suck. He should be put to both breasts, but not for more than two minutes to each side After this the feeds should be at regular intervals, six-hourly the first day, four-hourly the second and three or four-hourly, according to circumstances on the third, increas-

ing the time gradually up to ten minutes for each breast, which is the average time needed by a normal baby

If baby is restless or thirsty during the first few days, an occasional teaspoonful of warm boiled water will soothe him. Avoid artificial food as long as possible, even at the risk of more than the usual loss of weight during the first week. Once a bottle feed is begun baby loses his hunger, which is the great incentive to hard sucking. The harder he sucks the more milk will be made by the glands. When breast feeding is fully established he will make up for his slow start.

Always time the feeding carefully—ten minutes at each breast. Never allow baby to go on sucking at an empty breast, as this overstimulates it, and will diminish, not increase, the supply.

Hours for feeding—The final decision as to hours of feeding rests with the doctor or nurse in charge. As a general rule a healthy baby over 7 lb can be fed four-hourly from birth. A baby should not need a night feed unless he is under 5 lb. In the case of a baby under 7 lb it is better to begin with three-hourly feeds.

If a night feed is necessary, give it punctually at the same hour each night. Stop this as soon as baby is making steady progress, and before a four-hourly feed is started. The easiest way to do this is to shorten the feed a little each night, finally substituting a few

teaspoonfuls of boiled water if baby still wakes for his feed.

When you are feeding baby, choose a quiet room where he will not be distracted. Sit in a low chair with a foot-stool, and have a cushion on your lap if necessary. In any case, make sure that both you and the baby are in a comfortable position before you start feeding. The breast should be held back between the first and second fingers so that baby is able to breathe freely but does not get the milk too easily.

Artificial Feeding.—It is much better to make your own milk mixture than to rely on bought patent foods. Besides being safer, it is less expensive. Exactly what the ingredients of this artificial food should be depends on many factors—the baby's weight, age, general health, the kind of food he has been having, his reaction to it, and so on. You can obtain recipes for artificial milk mixtures and instructions for using them from the Mothercraft Training Society, Cromwell House, Highgate, N 6, or consult your local Infant Welfare Clinic.

Hair-cutting, at home.—Although attempts by an amateur to deal with a grown-up's coiffure are seldom satisfactory, quite a large portion of the family's hair-dressing bill can be saved by cutting a small boy's hair at home.

Start by cutting the short hair at the base of the neck, holding the longer hair above it out of the way with a comb, and working upwards with the scissors from

the bottom of the neck Now trim the top hair, a strand at a time, by running the open scissors down it from the tip of the hair to the head Comb the hair down to see if there are any long ends left at the back, and if so snip them off until the hair is even

Now attend to the sides of the head in the same way, tackling the short hair underneath first and working upwards Be careful to shape the hair nicely over the ear, and hold the ear away from the head with your comb to avoid any possibility of cutting it. **Layette**, to choose —Present-day baby clothes are within every woman's power to make, and the mother who buys her layette ready made not only misses a great pleasure but incurs unnecessary expense. Remember when choosing the materials that the three great essentials are that the clothes should be non-constricting, porous and light and warm Cotton or thick close-woven materials give weight without warmth

Don't choose too long clothes Baby cannot use his limbs and kick as nature meant him to do if he is hampered by the weight of yards of material or packed up like a parcel in a flannel wrapper

Here is a list of the minimum number of clothes with which each baby can start life, and which should be ready by the end of the seventh month Suggestions for the materials are given, and you can get patterns from the Mothercraft Training Society at Crownwell House, Highgate. The

clothes in this layette are designed with an eye to economy, with tapes that will draw them in at the waist The petticoats and frocks should therefore last the whole of the first year and the nightgowns even longer.

- 4 long-sleeved vests of silk and wool mixture
- 3 petticoats of light-weight flannel or flannel mixture.
- 3 frocks of crêpe flannel, delaine, nun's veiling, cashmere or wincey
- 3 knitted or woven coatees made of wool.
- 3 pairs of woollen bootees.
- 1 large woollen shawl.
- 2 small woollen shawls.
- 6 bibs of piqué, linen or towelling
- 4 dozen turkish towelling napkins, or 2 dozen of these and 2 dozen soft napkins made of butter muslin
- 6 handkerchiefs.
- 1 crêpe bandage, 3½ to 4 inches in width

Manners.—As good manners are largely a means of expressing consideration for other people, it is best to begin training children by encouraging them to be unselfish Children are naturally little egoists, so this is not an easy task, but they are also extremely imitative. Most of them are only too ready to do anything which makes them feel more grown-up —“like Daddy does” or “like Mummy does.” A small boy who sees his father always open the door for a lady, fetch her a chair, raise his hat when he

meets her in the street and so on will soon be doing the same for his mother and sisters

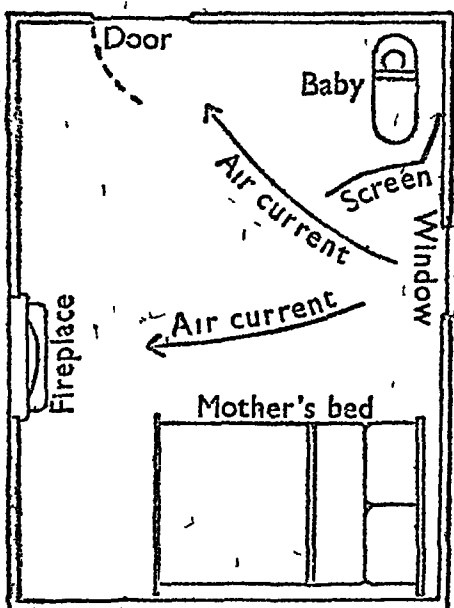
Encourage the children to notice at meal times if any one needs something passed to them. See that they give up their chair to an older person if there is not another available

A little well-deserved praise does no harm to small children. Make it clear at all times, however, that you *expect* the best from them, and show disappointment rather than anger if you do not get it

Napkins, to fold.—Try folding your baby's napkin straight across instead of from corner to corner. Put one end under baby, draw the other end between the legs and pin at both sides. For a girl allow a thickness at the back; for a boy a thickness in the front. This method is neat and prevents soreness and soiling of clothes

Nursing, child.—See HOME DOCTORING.

Nursery.—If you can, choose a room facing south for a nursery. A window is not sufficient ventilation, and if there is not an open fireplace you should have a ventilator communicating with the passage. Don't keep the room too hot. A gas or electric fire is best so that you can put it on and off when required. Have a light washable paper or distemper on the walls and a dado of coloured animals instead of framed pictures, which collect the dust. Avoid hangings as far as possible, and choose curtains of American cloth. Cork lino is the most hygienic floor covering.



30 *The Night Nursery, showing how to arrange the cot and mother's or nurse's bed to avoid draughts, while ensuring the maximum amount of fresh air.*

Here is a list of equipment required for your nursery —

High fire guard, with rail outside for warming baby's clothes

A gas ring

Bath on stand.

Towels, face-cloths, sponges.

Baby's basket

2 enamel pails with tight lids.

Bath thermometer.

Small enamel or china chamber, preferably with lid

Steady, unpolished table

High cupboard for medicines.

Low chair without arms

Small chair for baby.

Kicking pen

Cot

Screen.

Perambulator, to choose — When choosing a perambulator, the following points should be borne in mind

Don't select a very deep perambulator, as this shuts out the light and air from the baby. If, however, you already have a very deep one put a mattress at the bottom for a young baby. When buying a pram see that it is well sprung, with ball bearings, that it has a well-ventilated hood and is long enough for a child to lie in up to the age of 2 years

You should not use a go-cart until the child is capable of sitting up all the time he is likely to be out. In any case there must be a foot-rest and a good support for the back.

Pets for Children. — Some parents object to their children keeping pets on the grounds that they are dangerous and unhealthy. Others protest against the extra work entailed. The answer to the second objection is that you should not allow children to keep animals unless you can be certain they will look after them.

Most children are fond of animals, but there are, unfortunately, some who merely want to indulge the desire to *possess* and *control* something that is alive—a reason not entirely unknown among grown-up owners of animals! Children of this type may neglect their pets and should promptly be deprived of them

A real love of animals is the only excuse for keeping them. Once the child has been thoroughly instructed how to

care for them, he must be made solely responsible, even though his parents are keeping an unobtrusive eye on the proceedings.

As regards the other objection, in most cases the remedy lies in keeping the animal's quarters perfectly clean and the animal itself in good condition. It is, however, very unwise to have a cat in the house where there is a baby or very young child, for cats have been known to lie on a baby's face and suffocate it. Another danger is that of swallowing a cat's hair, which may have serious results. Never allow children to kiss an animal, put it up to their faces, or let it lick them

Goldfish, newts, tadpoles and silkworms are some of the least troublesome pets, and most children find them interesting. Guinea-pigs, rabbits and mice are always popular. If a small space in the garden is available why not let children keep a few chickens?

Kept under proper conditions pets can help a lot to develop a child's character—giving a sense of responsibility and encouraging kindness and affection. Parents who refuse to allow their children to keep pets merely to save themselves trouble are selfishly depriving them of one of the greatest pleasures of childhood

Pregnancy, signs of —No single sign is enough by itself to indicate pregnancy, but taken together various signs are a sure guide. The signs, in the order in which they appear, are as follows:

- 1 month—Cessation of monthly periods, morning sickness, tenderness of the breasts
- 2 months—Frequent passing of water, tendency to constipation
- 3 months—Enlargement of the abdomen and breasts, with slight secretion in the latter
- 4-5 months—Quickening (movements of child can be felt)
- 5-6 months—Darkening of areola round nipples, perhaps also in patches on the face around the eyes

Precautions during pregnancy.

An expectant mother can continue to lead her ordinary life in most ways provided she takes a little extra care over diet, rest and exercise. You can safely play tennis and dance to between the third and sixth months if no discomfort results, or unless you have reason to fear miscarriage. Don't start any form of sport or exercise that is new to you at this time, however.

Walking is the ideal exercise. You must be guided largely by your own reactions as to how much you do. However much exercise you get from doing household tasks, never miss a daily walk. You particularly need the fresh air and to "get out of yourself" at this time.

Take a midday rest of at least half an hour, out of doors if the weather is suitable, or by an open window otherwise.

Do everything you can to ensure that you keep in perfect

health—both for your sake and the baby's. Pay a visit to the dentist, if you have any decayed teeth they *must* be attended to now.

You should, of course, go to your doctor as soon as you know you are expecting a child. Once he has examined you and pronounced everything satisfactory you need not visit him again until the seventh month, provided there are no unusual symptoms. By this time the enlargement will have become cumbersome and stooping difficult. Don't stoop or reach more than you can help and avoid lifting anything heavy.

You can continue to eat the ordinary food to which you are accustomed, always including vegetables, fresh fruit, eggs, and plenty of water. Quality is more important than quantity. An extra pint of milk a day—with a beaten-up egg in it if you like this—is a useful *addition* to ordinary diet, but should not take the place of any other food.

The indigestion and flatulence so frequently suffered by expectant mothers are often due to a misguided effort to "eat for two." This may result merely in increasing your own weight without having any good effect on the baby. The normal weight of a mother should be increased by barely a stone at the end of pregnancy.

It is important to drink extra water—from two to three pints a day—as this helps to reduce constipation and get any poisons out of the system.

Psychology of Children.—

Children of the same family often vary very much in temperament. They cannot be treated all alike. In any case each child is bound to have a different environment from the others; the eldest child has a different environment from the second or third or youngest.

The first child is apt to be spoilt, and he finds it difficult to adjust himself when the second arrives on the scene. Parents with psychological knowledge and tact will take care not to let him feel pushed into the background. Encourage him to help you with the new baby who is going to be his playmate presently.

The child whose place in the family is between a new baby and an important big brother must not be allowed to feel neglected either. A sense of inferiority is at the root of a great many family difficulties.

When children become "difficult" and show undesirable traits, such as temper, greediness and so on, you must first make sure that neglected health is not the cause. Are they having good, nourishing meals at regular times—neither over-eating nor under-eating, nor eating in a hurried, restless atmosphere? Are they getting sufficient sleep—fresh air—exercise? Is their clothing suitable in every way? Are their teeth in perfect order? Are they suffering from eyestrain or any other physical disorder? Any of these things may cause a child to be "difficult." If a perfectly healthy child becomes unmanage-

able, you must look for some psychological reason and try to remove it.

Remember that with many characteristics it is not so much their absence or presence which is important but the *degree* in which they appear and the uses to which they are put. Pugnacity, for instance, is a trait which every one needs to some extent in order to make a success of life—to overcome the obstacles he is bound to meet. If the trait is exaggerated or misdirected the child will become an unpleasantly aggressive person, always wanting his own way and ready to ride roughshod over every one else in order to get it.

Beware of trying altogether to eradicate such characteristics as obstinacy, recklessness, curiosity, egoism and so on. Tempered with reason, such awkward or disagreeable tendencies become perseverance, courage, eagerness to learn and self-confidence—qualities essential to successful and happy living.

Disobedience.—When a parent complains that a child will not do anything he's told it is more often than not the parent's fault. If you want to secure obedience from your children never make any unnecessary rules, and always give a good reason for any rules you do make. It is an insult to a child's intelligence to expect implicit obedience to orders for which he does not understand the reason. Try to secure his co-operation instead of antagonising him by a dictatorial attitude.

Laziness—Children are very seldom lazy without some strong reason. Unless they are suffering from any form of ill-health, energy is natural to them. If you notice that a child is listless, try to make life as *interesting* as possible for him. This doesn't mean giving him expensive pleasures, but getting him to *do* things for the sheer joy of doing them. To surround him with a busy cheerful atmosphere and make him feel he has an important part in it will often cure the trouble.

Never laugh at or scold a child for making mistakes in any job you give him to do. Point out where he is going wrong and encourage him, or he may give up trying altogether and acquire an undeserved reputation for being lazy. If you receive complaints of laziness from his school, have a talk with the Principal, and try to find out the cause. Sympathy and encouragement are absolutely essential to bring out the best in a sensitive child.

Inferiority troubles.—It is not always easy to recognise that a child is suffering from a sense of inferiority, because it expresses itself in so many different ways. One child will be timid and retiring for this reason, another will be aggressive to try to cover up the feeling, yet a third will get a reputation for excessive untruthfulness—bragging and boasting and telling the most far-fetched tales of his exploits and achievements to try to appear important. Jealousy, spitefulness, a continual belittling of other

children may also be due to a sense of inferiority.

What is causing the child to feel inferior? Perhaps he is constantly comparing himself with some brother or sister or playmate who is very clever at games, or lessons and whom he can never hope to rival in this respect? If so, encourage him to develop his own particular talent, and make him see that it is not necessary or even desirable that every one should be brilliant *at the same thing*.

Is he suffering from a sense of being neglected by his parents for some more favourite child? Perhaps he is being excessively teased by an elder brother or sister? Perhaps he has overheard some unfavourable remark made by a grown-up about his backwardness or personal appearance? Whatever the cause, you should aim at giving the child more self-confidence.

If he has no reason to feel inferior, make him see this. If there is any real cause, help him to correct it. Make him realise that he himself can put an end to what is causing his misery. Sometimes the reason for a sense of inferiority is a physical peculiarity, and in this case, of course, you must obtain the best medical treatment you can afford.

Nervous children—Bad temper, untruthfulness, night terrors, nightmares, nail-biting, thumb-sucking, stammering, shyness and many other symptoms of this sort may be due to nervousness, as well as the more obvious ones

of fear of the dark, of animals, and of 'bogey'."

A nervous child needs all the love and sympathy you can give him, and should never be ridiculed. Let your love and sympathy, however, be directed towards trying to find out what is the cause of his fear, rather than giving in to his whims without question to save yourself trouble. On no account must a child be made to feel that his fears make him interesting and important. This is merely encouraging them rather than trying to overcome them.

If the child wakes up crying and screaming in the night, see if you can find out what he thinks about before going to sleep, and try yourself to fill his mind with pleasant, soothing ideas when you put him to bed. Teach him to regard darkness as something kindly and friendly—a sort of curtain specially supplied to help one to go to sleep.

If you show signs of nerves, irritability and indecision yourself this will certainly react on the child. Avoid fussing and worrying—at least aloud.

If in spite of all your care and patience, a child continues to show signs of nervousness, never neglect them. The happiness of his whole life may depend on your seeking expert advice now. Psycho-analysis, which uncovers the cause of the fear, examines it in the light of day and so minimises it and removes it, is a form of treatment that is becoming more and more widely used and successful. Your doctor

may be able to help you to get about obtaining the treatment, or you can get into touch with the Institute of Child Psychology, 26 Warwick Avenue, London, W 9.

Sex Instruction.—Children begin to ask questions about matters of sex at a very early age—quite often between three and four. If a baby brother or sister arrives on the scene they are bound to want to know where he came from, how he came and so on.

This curiosity is perfectly natural in a child and you must never do anything to make him feel it is unnatural or wrong. Don't evade his questions or take refuge in awkward silences. If you do his curiosity will merely become stronger and he will probably go to some undesirable person to gratify it.

Answer all his questions frankly as he asks them, tell him the truth in language he can understand. If he is satisfied he will dismiss the matter from his mind very quickly. If you make a mystery of the matter, or if you suggest by your manner that it is something unpleasant, his mind is far more likely to dwell on the subject, and he may develop an entirely wrong attitude towards it.

At the same time, sex instruction should not anticipate the age at which the child is likely to need it. Excessive knowledge may do as much harm in stimulating his curiosity and interest as refusal to answer any questions at all. As far as

possible, teaching about sex should be an indistinguishable part of the child's general education. His surroundings usually supply plenty of opportunities without arousing morbid curiosity.

If you are doubtful as to how to answer your child's questions, buy one of the numerous booklets on the subject. Remember that if you delay giving this instruction to children up to the age of about ten or twelve, they will probably have quite mistaken, and often frightening, ideas about sex put into their heads by school-mates who themselves have "picked up" information in bits and pieces. Often this comes as a severe shock to a child, but if he has been properly instructed first by his parents he will be undismayed by these discussions, or will at least consult you as to their accuracy.

The most important thing of all is never to put up a barrier by lack of sympathy or, by an air of disapproval against a child discussing matters of sex with you. Make him feel that you are the proper person to whom to bring all problems of this kind, and you will help him to a healthy outlook on the subject and a well-balanced personality in which sex has a place no more and no less important than will make for his happiness.

Sleep.—The number of hours of sleep a child requires depends not only on age but on the season of the year and individual characteristics. The highly strung "nervy" child, for instance, re-

quires more sleep than the placid child. For average purposes, however, the following table may be taken as a guide:—

<i>Age</i>	<i>Hours of sleep</i>
1 month	21
6 months	18
1 year	15
4 years	13
6 years	12
9 years	11

A child of 8 should go to bed not later than eight o'clock, and for each succeeding year he can be allowed to stay up an extra quarter of an hour. Do insist on a regular bed-time; habit is everything with a child, and if he unfailingly goes to bed every night at the same time he will regularly be able to go to sleep at that time, unless there are any disturbing factors to prevent him.

Quality of sleep as well as quantity is most important. See that the bedclothes are warm but not heavy, that there is sufficient fresh air in the room, which should be darkened during sleeping hours, and that the child is not kept awake by noise. Don't let children study right up to the time of going to bed, and don't allow them to eat a heavy meal at the last moment.

Talking, of baby.—At a year old a baby should be able to say a few simple words, and by two he should be able to put together little sentences of three or four words. There is no need to be anxious if a baby is late in talking. Provided he is not silent

and can make all kinds of sounds, all is well.

Sometimes a baby, especially one brought up with a not much older brother or sister, develops a language of his own by which he makes himself understood. This may persist almost till school age unless his imitative faculty is strongly developed. It is often merely a form of laziness and he can be laughed out of it as he grows older. Don't encourage this habit by talking

"baby language" to the child in the first place.

Teeth, care of.—Most children are born without teeth, but occasionally they have one or two from the very beginning. Figs. 31 and 32 show which of the milk teeth and permanent teeth arrive at various ages. The following table shows the number of teeth to expect at various stages of the child's growth:—

MILK TEETH

6 months	2 teeth
7 "	4 "
9 "	6 "
10 "	8 "
12 "	12 "
18 "	16 "
2 years	20 "

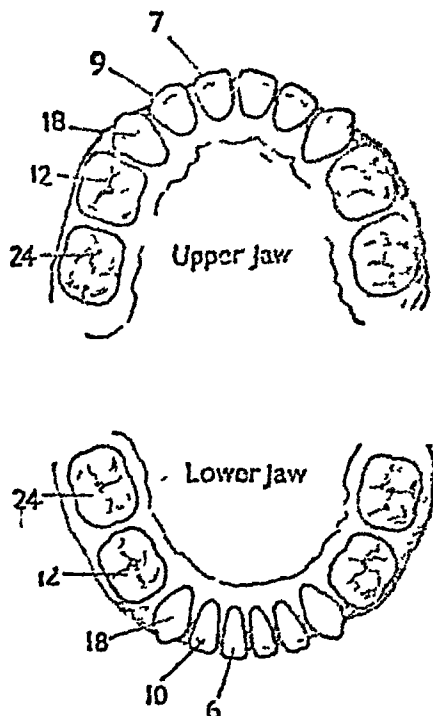
PERMANENT TEETH

6 years	4 teeth
7 "	6 "
8 "	12 "
9 "	16 "
10 "	20 "
11-12 years	24 "
12-13 "	28 "
17-25 "	32 "

The last four are the wisdom teeth.

A child's teeth can be kept healthy in the following ways:—

1. Give hard food as soon as the teeth arrive. A baby can have a hard crust to chew, or a "drumstick" if some one is watching him. After the age of a year a small piece of raw apple can be given. A child should always have a supply of hard food to keep the gums firm.



31 The Milk Teeth. The figures indicate the age in months at which baby's teeth arrive. At 6 months old the two front teeth in the lower jaw may be expected. All twenty should have arrived by the end of the second year.



POSITION FOR FEEDING BABY



To give baby his bottle, hold him comfortably on the lap with his head well supported on the left arm. Keep a gentle pull on the bottle

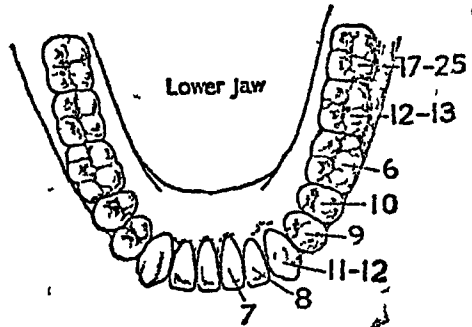
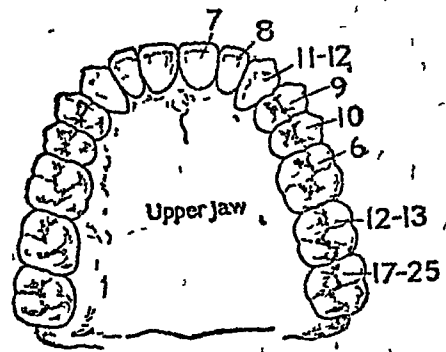
2 Remove all traces of food every night with a soft tooth-brush. After the age of two a little camphorated chalk as a powder can be used. See that the child brushes his teeth up and down as well as from side to side. As soon as the bristles of the brush get loose buy a new one; not only is a brush with loose bristles inefficient but some of the bristles may be swallowed and do serious harm.

3. Give children plenty of vitamin A in their diet—that is milk, eggs and green vegetables every day when possible, and cod-liver oil in the winter. Avoid excess of sugar and starchy foods, which cling round the mouth and are apt to start decay.

Toys, to choose.—Toys for a baby under two years should be simple, easily washed and unlikely to splinter. A ball, woolly animals, bricks and a large set of ninepins are quite sufficient to keep him happy and contented. Clockwork toys are not suitable. A string attached to a toy motor so that small hands can pull it along the nursery floor gives far more pleasure than the costly mechanism by which it moves of itself.

A child from two to five should have toys chosen with the object of developing some faculty such as clearness of vision or deftness of fingers. The simple kinds of teaching toys designed on the Montessori method are within the reach of every mother, many can be made at home.

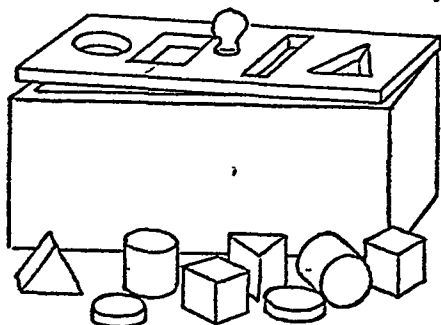
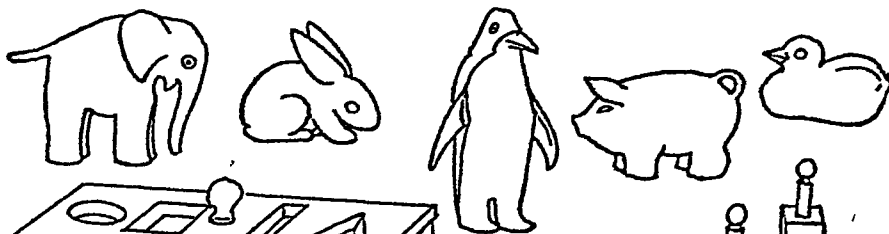
As the child grows older he



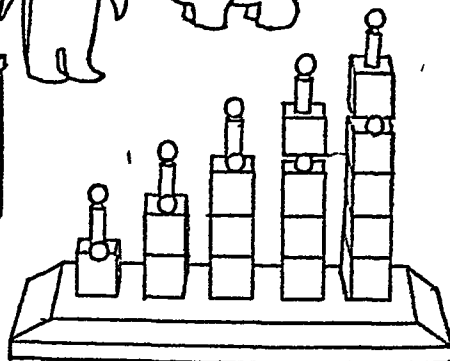
32 *The Permanent Teeth.* From 6 years on the permanent teeth are growing. The first to appear are four molars, two in the upper and two in the lower jaw. The four back teeth—the wisdom teeth—come last, between the age of seventeen and twenty-five.

can have toys which will help to teach him his alphabet and addition and subtraction, such as large bricks. Don't let small children sew or thread beads; it is bad for their eyes.

Ventilation.—The tendency of the modern builder of the small house to provide a larger number of smaller rooms does not help to solve the problem of avoiding stuffiness. There are, however, various devices for supplementing natural ventilation, such as bor-



Toy for sense training



Counting toy

33 *Toys for the Children*—The wooden train and woolly animals are suitable toys for children under five. Older children can have the teaching toys, below, which help them to learn to count and to distinguish shapes.

ing holes in the upper part of the bottom window-sash, or fitting a narrow board under the lower sash. This sash is thus pushed upwards and a space is left between the two sashes. You can also have perforated panes of glass. If you are lucky enough to have a room with windows on opposite sides, try to use it as the living-room where you sit most often. If for any reason your chimney outlet is blocked up, try to have a little grating set in an outside wall to make up for it.

It is surprising how easily one can become used to a stuffy atmosphere. Very often it is only

on coming into a room from the fresh air that you notice the lack of ventilation. Sooner or later, however, a feeling of sleepiness and lassitude, with possibly a headache, is experienced by those who have been sitting in a stuffy atmosphere for some time, although they may be unaware of its cause. Always sleep with your windows open and make sure that the children do the same.

Walking, of baby.—Some children stand and walk much earlier than others, but by fifteen months most children should be able to take a few unsteady steps unaided. Never try to teach a

child to walk, especially if he is overweight, as soon as his legs are really strong enough to bear him he will try to walk of his own accord. Until then he should be allowed to crawl at his own sweet will.

A small baby's legs are naturally bowed, but should have straightened by the end of the third year. If they have not done so, consult your doctor.

Weaning.—The change from breast feeding to artificial feeding of baby should not, except in special circumstances, be made before the ninth month. If by any unfortunate chance you have to begin weaning earlier, you must make the process as long as possible. Never change suddenly from breast feeding to artificial feeding.

Begin weaning when he is nine months old, and take five weeks over it, waiting a week between introducing each new artificial feed. If the breast milk diminishes you can allow as little as three days between giving the new feeds. The reappearance of menstruation is no reason for weaning; if there is a second pregnancy, however, allow three days between the artificial feeds so as to complete weaning in three weeks.

Start by giving baby his artificial feed, with a cup and spoon, instead of the midday breast feed. It is best to give water with a cup and spoon from the earliest days, so that there will be no difficulty when the time for weaning comes.

Baby is almost sure to be a little difficult during the first week of weaning. You will need all your patience and perseverance, but you must be firm. Even if baby definitely refuses the artificial food for two or three days, you must not give the breast milk instead. Postponement of weaning won't help matters.

If baby is still protesting during the second week, give the two artificial feeds successively, one at 2 p.m. and one at 6 p.m. You will probably find that he is sufficiently hungry at the second feeding-time to give in gracefully. By the end of the second week the breast milk will most likely have diminished, owing to the lack of regular stimulation, and baby takes a little less each time, so will give no trouble over artificial feeds.

It is quite a good plan to continue the 10 p.m. breast feed until baby is a year old, instead of substituting a cup and spoon feed at this hour. As the mother's milk gradually disappears, baby ceases to look for a feed at this time.

Sometimes there is some discomfort during weaning. In this case bind the breasts up firmly, reduce the amount of liquid you are taking, and take small doses of Epsom salts for a few days after weaning to stop the secretion of milk.

Weight.—The average weight of a baby at birth is $7\frac{1}{4}$ lb—a trifle more for a boy, a little less for a girl. A baby usually loses about half a pound during the

first week The following table shows the approximate weights for a child from birth to five years —

Age	Weight
At birth	7½ lb.
10 days	6½ lb.
3 weeks	7 lb.
2 months	7½ lb.
3 months	8 lb.
4 months	10½ lb.
5 months	12½ lb.
6 months	13½ lb.
7 months	15 lb.
8 months	16 lb.
9 months	18 lb.
1 year	21 lb.
2 years	30 lb.
3 years	34 lb.
4 years	38 lb.
5 years	40-43 lb.

After the first year, weight is not of so much importance. If the child is active and well-developed, his limbs firm and his complexion clear, then, even if his weight is a little below the normal, you need have no fears for his well-being. He need only

be weighed once a month now, and the gain will be considerably slower than it was during the first year. The average baby doubles his birth weight at six months, trebles it in a year, and should gain six to eight pounds during the second year. A slow, steady increase is better than erratic gains.

Children of school age sometimes lose weight if they are worried over their work, or if they have a long journey to school or an insufficient midday meal because it is too far to come home. If a child is not getting enough sleep for any reason, this will also cause him to lose weight.

A cod-liver oil emulsion will help matters, but you must do everything you can to ensure that the child *does* obtain sufficient sleep and a good healthy diet. If you cannot discover any cause for the loss in weight, consult a doctor. It may be the first symptom of a more serious disorder which you can prevent by taking it in time.

DIET, HEALTH AND BEAUTY

IS your problem how to look as smart, as well-groomed and attractive now that you have a sixteen-hour working day for seven days a week, as you did when you finished at 6 p m, and evenings and week-ends were your own? Because that is the puzzle that vexes the minds of the large majority of housewives who are determined that cooking, cleaning, shopping, mending and looking after children shall not entail the sacrifice of shining hair, well-kept nails, a youthful figure and an irreproachable complexion. But how to fit it all in—that is the problem.

Well, to begin with, some of your treatment need take no extra time at all. It is part of the daily routine to cook meals, so why not include the health-giving, beautifying foods and drinks amongst them while you are about it? A healthy diet is one of the corner-stones of beauty, as this section explains. Here too, you will discover how to deal with all the other aspects of beauty treatment, and you can make up a complete routine to suit your own requirements for the care of face, figure, hair and hands.

No elaborate treatments are suggested. The hints given are for simple methods that every housewife can employ, bearing in mind that her time for such things is very limited. If you follow the suggestions offered here you will discover that it is possible for even the busiest housewife and mother, whether she is young or middle aged, to look her best all day and every day.

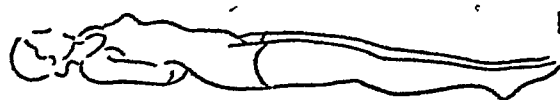
Abdomen, control of—The abdomen, which contains the stomach, intestines and other digestive organs, is bounded in front by the abdominal muscles, which require regular and efficient exercise in order to keep the body healthy and shapely.

The following exercises are calculated to prevent undue and unsightly deposition of fat in the abdomen, and to stimulate the organs to normal and healthy activity.

1. Lying on your back, with the palms of both hands on the

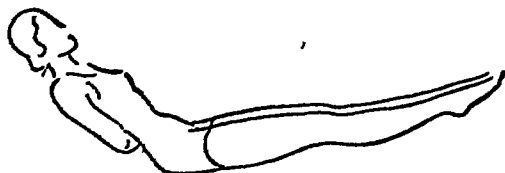
floor under the small of the back, raise first the head, then the shoulders, and the legs, which should be kept stiff. Raise only very slightly until the exercise becomes easier, when the movement can be exaggerated as much as possible. Lower feet and head together, without jerking and without bending the knees, then draw in the abdomen as far as possible. Repeat only a few times at first, and always stop before you are tired.

2. Again lying on your back, with hands stretched down flat on the floor, and knees bent up



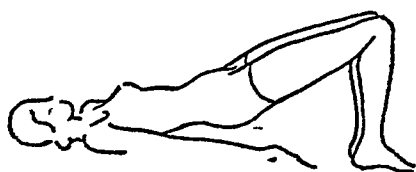
1. Lie flat on floor
with hands under-
neath the back

2 Raise head slightly

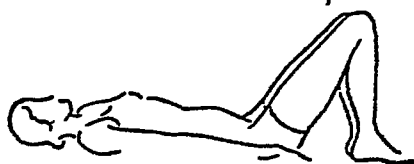


3. Raise back and legs

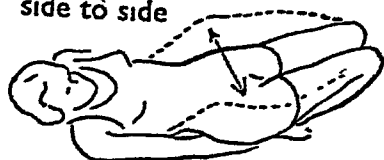
2, Raise hips a
few inches



1 Lie flat, with
knees bent up



3. Swing hips from
side to side



34. Two good exercises for the abdomen to strengthen the muscles, prevent the accumulation of fatty tissue and stimulate the organs to healthy activity.

so that the feet are on the floor near the body and a little apart, raise the hips a few inches from the floor. Keeping the shoulders still, swing each hip upwards in turn, so that the whole abdomen swings loosely from side to side. Rest after a few swings, then repeat. Do not attempt to contract the abdominal muscles while doing this exercise, as the

object is to give movement to all the organs within.

In addition to these exercises it is a very good thing to retract and release the abdominal muscles a dozen or so times whenever it occurs to you during the day—either in the sitting or standing position, and also to rotate them, which you will easily learn to do after a little practice.

Acne.—Acne is an eruption of the skin, usually on the face, chest and back, caused by germs invading the hair follicles. It is often the result of untreated blackheads. The eruption is in the form of pimples containing pus and with surrounding inflammation, and it may be very extensive.

Treatment.—This should be mainly local. If your skin is greasy, wash thoroughly at least three times a day, and dry with a rough towel to cause friction. If you react well to the cold, take a cold bath every morning and rub briskly with a rough towel. Sometimes artificial sunlight treatment is prescribed by a doctor. Consult your doctor if the condition persists, for untreated acne often pits and scars the face.

Ankles, care of.—Weak ankles are not only a great drawback to active pursuits such as dancing and games, but they offer a constant menace of sprain or more serious injury, even to a person of sedentary habits.

Choice of Shoes.—To prevent the ankles from turning over, or from forming a habit of wobbling from side to side, choose for walking a well-built shoe with stout heel—certainly no higher than a Cuban. A court shoe does not give sufficient support. Be sure that the shoes fit well, if they are too tight your ankles will swell, if loose, a twisted ankle will be the penalty. If your ankles are really weak, a shoe fitted with a low heel with

heel extension on the inner side is the best choice.

Fat Ankles.—Apart from exercises to tone up the muscles of the leg and ankle, massage is the only possible remedy for disproportionately fat ankles. This should be done with both hands, starting behind the ankle joint and always working upwards, pressing the fingers and thumb firmly into the flesh. It is easier to do this if you use a massage lotion or talcum powder. It is also a good practice to stand or walk on tiptoe for a minute or two at odd times, stretching all the muscles up as far as possible.

Weak Ankles.—Weak or tired ankles are common among people who have to stand for long periods. To relieve, massage feet and ankles thoroughly at night, and persevere in the following exercises which are designed to strengthen the ankle joint. Practise them night and morning, with bare feet.

1. Sit on a table and stretch out the legs with knees quite stiff. First point the toes to the floor, then stretch the heels with toes turned up as far as they will go. Repeat several times. This should be a slow movement, exerting as much pull as possible.

2. Sitting on the floor with legs stretched out in front, cross one leg over the other and circle the ankle six times each way. Then cross over the other leg and repeat the circles with the other ankle.

The exercises I have advised to improve the knees and to remedy flat feet¹ will also, at the

¹ See HOME DOCTORING

same time, help to strengthen ankle joints

Arms, care of.—For normal arms, all that is necessary to keep them smooth is to rub them daily with soap and water, dry with plenty of friction, and apply a good cold cream at night, especially to the elbows and backs of the arms. If not immune from sunburn, rub with oil or lotion sold for the purpose before facing the hot sun.

To Reduce—If your arms are unduly fat, massage and exercise them, unless your whole body is too fat, when attention should be paid to your diet¹ as well. Massage can be done while lying in bed, with the muscles of the arm completely relaxed. Sprinkle with talcum powder and work upwards all the time, treating first the forearm and then the upper arm. The movements should be firm squeezing, not pinching, between the fingers and the palm of the hand.

Exercises, performed in the standing position, must be slow and gentle, not vigorous, or they merely develop muscle. Bend the arms with fingers touching the shoulders, then stretch them straight above the head. Repeat these two movements several times, then stretch the arms out in a line with the shoulders sideways, then back to the shoulders, then forwards, and lastly downwards.

To Fatten—The exercise given above is also beneficial for thin arms, as the object in both cases is to make them more

¹ See WEIGHT, TO REDUCE.

normal. In addition, circling movement—down, forwards, up over and back—are very good. If you also apply a fatty skin food to your arms before going to bed they will fill out, but the treatment must be regular.

SKIN FOOD FOR THIN LIMBS

Linoline	1 oz.
Soft White Paraffin	1½ oz.
Powdered Castile Soap	2 drs.
Rose Water	1 fluid oz.

The rose water should be added after the other ingredients have been melted and mixed together.

Back.—See SPINE.

Blackheads.—These are commonly found on the face, chest and neck of the adolescent. They are caused by a too greasy skin and consequent blocking of the tiny openings of the sweat glands which lie under the skin.

To remove, steam the affected part and extract the retained secretion by pressure. The steaming may be done over a jug of boiling water with a towel placed over your head. If you also wash frequently with warm water and a mild antiseptic soap, then rub briskly with a rough towel, you will help to prevent a recurrence of the condition.¹

Blushing.—This embarrassing habit is due to a nervous contraction of the blood vessels. When feeling nervous, take a few deep breaths and this will often prevent the blush. If you also practise deep breathing exercises

¹ See also ACNE.

regularly, the tendency to blush will gradually lessen

Body Odour.—This condition can only be kept at bay by very frequent washing and a daily bath. Add a little toilet vinegar to the washing water, dry thoroughly, then use one of the following talcum powders —

TALCUM POWDERS

I

- 1 part Powdered Starch
- 1 part Boracic Powder
- 1 part Bicarbonate of Soda

II

- 3 parts Powdered Starch
- 1 part Powdered Zinc

It is also a help, where under-arm perspiration is concerned, to use a razor regularly as well as a deodorant

Breasts, control of.—A good deal of consideration should always be given to the choice of a brassière, for there are one or two essential features whatever your type of figure, and these may be found in the cheapest model or be lacking in an expensive one

1. The brassière must support the bust from below, especially if the bust is inclined to sag

2 It must on no account constrict or exert any downward pressure on the breasts.

3 It should be of some material which will admit air to the skin such as lace and net, broderie anglaise or linen.

With a full bust, a brassière should always be worn for sport

and exercising, and the shoulders should be held well back habitually, to prevent drooping and sagging. The chest, however, should not be thrown forward and rigidly held, in military fashion, since this only develops the muscles and adds to the weight. Once the shoulders are in position, the breast muscles should be relaxed and the breasts allowed to hang normally

Under-developed Breasts —

A great corrective for under-developed as well as for sagging breasts, is to maintain an erect carriage at all times. Throw the shoulders well back when sitting, standing, or walking, and never fall into the habit of flopping.

Exercises — Deep-breathing exercises should be performed regularly at least once a day, in the open air or by an open window. They can be accompanied or followed by slow "windmill" movements of the arms—swinging them forwards, up, over and down, pressing the shoulders well back as the arms go up and over

Swimming is a very good sport for developing the bust and shoulders, and an exercise consisting purely of the breast-stroke has marked effect if performed daily. It can be done either standing or, for a more vigorous person, lying flat on a table, face downwards, with the arms and trunk projecting as far as possible over the edge. This exercise should be commenced gradually and not persisted in to the point of fatigue. Rowing and sculling are also very bene-

ficial if long, slow strokes are taken

Massage—The breasts can be massaged every night with a greasy skin food such as that advised for thin arms, but be sure to adopt a very gentle circular movement

Breath, unpleasant—As this is sometimes caused by bad teeth, a visit should be paid to the dentist. Bad breath may also be due to stomach disorders, such as constipation and acidity. If acidity is the cause, correct with small doses of an alkali such as milk of magnesia or bicarbonate of soda, and add more fruit and vegetables to the diet. A course of health salts taken on waking is also beneficial to a disordered stomach.

Avoid eating strong-smelling foods such as onions, garlic and pickles. Pastilles for scenting the breath will not cure an unpleasant breath. It is better to rinse the mouth with a wash such as diluted peroxide of hydrogen, eau-de-Cologne and water, or with half a tumbler of water containing a small teaspoonful of concentrated solution of chloride of soda. A sprig of parsley eaten after onions or garlic, or after drinking beer or spirits, helps to purify the breath.

Bunions.—These malformations of the joint of the big toe are essentially a result of ill-fitting shoes, and usually originate in childhood. Unless the bunion has reached a stage where the joint is immobile (and can only be corrected by an operation), relief can be obtained.

Choose shoes straight on the inside, to allow the big toe to lie in the natural position, for the bunion has been caused by the big toe being deflected towards the other toes. There are various appliances to bring the toe back to normal. One type, made entirely of elastic fabric, is quite successful and free from discomfort. A rubber pad placed between the big toe and the next one is not to be recommended, for its effect is merely to push the smaller toes out of position.

Change of Life.—The change of life, or climacteric, usually occurs in women between the ages of 40 and 50, and denotes the period at which the sexual glands are undergoing a change from activity to passivity. Menstruation ceases, after a varying degree of irregularity, and the ovaries cease to discharge into the circulation a secretion which, had very wide influences upon the individual and her development.

The loss of this powerful factor produces a great disturbance in her life, the severity of which varies enormously in different women. It is of the greatest benefit for her to have activities and interests which will give plenty of scope for her mind and body after the climacteric has been reached, otherwise her life is apt to seem suddenly empty and objectless.

Tendency to Stoutness.—This is a period at which a particular variety of obesity overtakes many women, so take plenty of exercise and pay atten-

tion to your diet in order to prevent undue stoutness¹ A slight addition to the weight, however, may sometimes be an advantage to the appearance, as middle-aged women are apt to become "scraggy" when thin Avoid constipation, as the degenerated sexual organs are liable to disease if the blood stream is unhealthy

Exercise.—If moderate exercise is kept up during the years preceding this period, the whole muscular system will be in such a condition of tone and firmness that irregularities and disturbances will be less likely to arise Walking should on no account be neglected, and golf is a very suitable game The following exercises are very good for daily use.—

1. *Before rising*—With arms at the sides, stretch upwards from toes to shoulders, bending the spine backwards Relax Stretch the arms wide outwards Relax Place the arms above the head and stretch upwards Relax With arms at the sides, stretch downwards

2. *After rising*—Stand facing the back of a chair and hold it firmly with your right hand Bring the left knee up to the level of the abdomen, then straighten the leg out in front of the body, turning up the toes Now bring the leg outwards and round to the back of the body, still keeping it stiff and straight Press the hand hard down on the chair-back, throwing the head and shoulders well back, and contracting the muscles of the

back and buttocks while the leg is still fully extended Relax Repeat 4 times with each leg This exercise brings all the muscles of the body into play.

Chilblains, prevention of.—

With chilblains the saying that "prevention is better than cure" holds very true, because prevention is as a rule not impossible Replace tight gloves, tight shoes, and stockings too thin for protection, by warm, well-fitting ones Wear wool socks over silk stockings out of doors, and take as much exercise as possible to improve the circulation If vitality is low and there is a calcium deficiency, plan a diet rich in fruit, vegetables and dairy products

A course of lactate of calcium, taken three times a day, is a good preventative if started some weeks before cold weather is expected Ultra-violet ray treatment is beneficial for bad cases

Treatment.—Paint the chilblains with collodion, which lessens the irritation and prevents cracking, or rub frequently with ointment.

OINTMENT FOR CHILBLAINS

Chlorate of
calcium 3 drachms.
Pure Vaseline 3 oz

Never warm your hands or feet at the fire, and replace your hot-water bottle with warm bed-socks

Chin, double.—Massage and patting are the best methods of getting rid of fat beneath the chin, but if the muscles are sagging as well special exercises

¹ See WEIGHT, TO REDUCE



1.



2.



3



4.

35 *Four exercises to help to reduce a double chin.*

should be performed every day.

To Massage—Use plenty of cream when massaging and, with the head held back, firmly stroke first downwards, and then outwards towards the ears. Next pat with the backs of the fingers till the skin tingles. Finally, apply an astringent lotion such as 1 part eau-de-Cologne and 8 parts witch hazel.

Exercises.—The following exercises will tighten the muscles and improve the shape of the neck very much.—

1 Alternately thrust your chin forwards as far as it will go, and draw it back, keeping the neck straight.

2 With your head stretched upwards and muscles tensed, bend your head right back, then forwards till your chin touches your chest.

3 Stretch your neck and, keeping your chin in, turn your head slowly to one side and tilt your head backwards. Reverse the process, then turn to the other side.

4 Throw the head back, letting your jaw drop open; close very slowly, exerting force against the jaw muscles. Repeat these exercises several times each.

Cleanliness, rules for.—To ensure personal fragrance and to give yourself an enhanced feeling of well-being, attend carefully to the following points:

1 Take a bath once a day, and also wash thoroughly at least once.

2 Wash your hands frequently, especially before meals.

3 Cleanse your face thoroughly night and morning.

4 Brush your teeth and gums

at least twice a day—preferably after every meal

5 Shampoo your hair every week or fortnight

Baths.—A warm bath is more cleansing and more soothing than a cold bath. Soap and warm water remove the accumulations which otherwise would clog the pores of the skin and interfere with its healthy activity.

A cold bath tones up the body by contracting the blood vessels of the skin, and at the same time producing a strong nervous shock which acts as a stimulant. If a glowing reaction does not set in quickly, and if there is any blueness or shivering, tepid baths should be substituted for cold.

BATH TEMPERATURES

Cold	33°-65° F.
Cool	65°-75° F.
Temperate	75°-85° F.
Tepid	85°-92° F.
Warm	92°-98° F.
Hot	98°-112° F.

The Soap to Use.—Soaps containing too much alkali (which enables the fat to mix with the water) and those containing coco-nut oil, are very irritating to the skin. Super-fatted soaps are the best for toilet purposes. Olive oil soaps, and really good transparent soaps are also non-irritating.

Routine for the Face.—At night—Apply a thick layer of good cleansing cream, smoothing it gently into the skin from the centre of the face outwards, paying particular attention to the sides of the nose. Leave on for

5 minutes, then wipe off with paper tissues. Wash thoroughly with warm (not very hot) black and good soap, using a Turkish cloth. Rinse well with clean warm water so that no trace of soap remains, then with cold. Dry thoroughly, then massage with cream.

In the morning.—Wash with warm water, and do not use soap unless cream has been left on overnight. Dash the face well with cold water. Dry thoroughly before applying a day cream and powder.

Water for the Face.—Rain water is best for the face, but if it is not obtainable, a little borax can be added to hard water, or an oatmeal bag can be squeezed into it. Water from a rubber hot-water bottle is softer than tap water.

Complexion.—See SKIN.

Corns.—Found on the toes and sometimes on the ball of the foot, corns are caused by the friction or pressure of badly fitting shoes. The outer skin thickens and hardens, and part of it forces its way into the soft tissues of the foot to form a "root."

Treatment.—An essential part of treatment is to obtain shoes that exert no undue pressure. If you wish to remove the corn yourself, instead of going to a chiropodist, first pare it with a sharp knife or a one-edged razor blade in a safety holder—sterilised by dipping it into tincture of iodine. Then soak the feet in hot water for about 15 minutes. Next, try to remove the root. If this is too deep-seated

A cure¹ containing salicylic acid should be applied morning and evening for 4 or 5 days when the root will come out quite easily.

Soft Corns.—These have no root, and grow between the toes. They are generally very painful and are due to constitutional disturbances more than to any other cause. Consult a physician if they are severe or persistent. To make the affected toes more comfortable place between them small pads of animal wool (sold in packets by a chemist). This is very soft and springy and is useful to protect any sore spot on the foot.

Cuticle, Cracked.—See NAILS,

best for acquiring a well-poised head and shoulders. Place a book or a basket of fruit on your head and walk up and down the lawn or a corridor without dropping it. A walking-stick across your back, held in place by the crook of your elbows, will keep your shoulders well back at the same time.

Diet.—See FIGURE, CARE OF; WEIGHT, TO REDUCE; WEIGHT, TO INCREASE.

Ears, wax in.—Wax in the ears which has produced deafness or a buzzing sensation, is removed by syringing with warm water. This should only be done by some qualified person. The wax, if difficult to remove, must be softened by dropping $\frac{1}{2}$ teaspoonful of the following prescription warm into the ear two or three times during the day, before syringing.

DROPS FOR THE EAR

Sodium Bicarbonate	10 grains
Glycerine	$\frac{1}{2}$ oz
Water	To 1 oz.

Elbows, care of.—If the elbows are habitually rough or red, they should be treated as advised for gooseflesh.¹ After washing, however, they can be actually sealed in olive oil for 10 minutes or so if you have time. Rest them in little bowls while you read or manicure your nails. Wipe them gently afterwards with cotton-wool or tissue.

If you have only a temporary roughness of the skin, a little good cream or lanoline will be efficacious.

¹See GOOSEFLESH.

Eyebrows, care of—To keep the eyebrows smooth and tidy, brush them once or twice a day with a special eyebrow brush dipped in a little vaseline. If you have any difficulty in keeping them sleek, smooth them down with a little soap, applied on your finger.

To Darken—Use an eyebrow pencil, applying it *very* sparingly just above the brows, and brushing it downwards and outwards. To lengthen their curve, use the pencil very carefully, continuing the brows to a fine point.

To Pluck—Be as sparing as possible when plucking the brows. Try rather to tidy them up and preserve their natural line. First soften the roots of the hair by bathing in very hot water for a few minutes. Then grip one hair at a time, near the root, with tweezers, and give a sharp tug. Always pull in the direction in which the hair grows. Finally, dab on a little peroxide of hydrogen to disinfect the skin and prevent spots from occurring.

Eyelashes, care of.—The application of grease to the roots of the lashes improves their growth and texture. Lanoline diluted with olive oil is a good preparation, or plain vaseline is quite efficacious. Apply the grease with a small, soft brush to the roots and to the outer surface of the lid, night and morning.

To Darken.—Use a small brush for darkening. Wet it and rub it on a cake of mascara or dip it into a pot of darkening cream. Always brush the lashes

upwards and backwards to make them curl. Do not use too dark a shade for your eyes—real black is only suitable for very dark-brown eyes—and do not over-do the tinting or the effect is spoilt. It is often better to leave the lower lashes untouched, but in any case never give them as much colour as the upper ones.

Eyes, care of—The most important aspect of caring for your eyes is to preserve them from undue strain. Never do close work in a poor light, or with a bright light pouring straight into your face. Reading in bed is usually unsatisfactory owing to the fact that the lighting and your angle of vision are seldom the best. Protect your eyes from glare with dark glasses when necessary.

If you get dust or dirt in your eyes, or they are smarting and tired, bathe them with boracic lotion, which is a mild antiseptic made by dissolving 1 small teaspoonful of boric powder in a tumbler of boiling water. Strain the lotion to remove undissolved particles, and leave it until cold.

Visit an oculist occasionally to have your eyes tested, especially if you suffer from headaches or are entering upon a new phase of life entailing extra eye work and strain.

To Brighten Eyes.—There are two methods of making the eyes appear larger and brighter without actually touching the eyes themselves. One is to smear a very little vaseline on the lids with your little finger.

The other is to rub a trace of rouge into the skin at the inner

corners Apply a speck of rouge on an orange stick, and rub it round till it is pale-pink in colour

Use of Eye Shadow—Eye shadow is sold as a cream and as a powder compact. It must be used very sparingly, or the effect is unattractive. To apply, put a little on the upper lid near the lashes, and shade it off gradually towards the brows with the tips of the fingers. Never apply it beneath the eyes in the day-time.

EYE SHADOW FOR DIFFERENT COLOURED EYES

Blue eyes	Smoky blue
Brown eyes	Green or brown
Grey eyes	Mauve
Black eyes	Mauve or brown

The effect of eye shadow is to darken and add depth to the eyes. It was once said that "most children are born with light eyes, but a great many of them exchange them for dark eyes as soon as they realise their mistake."

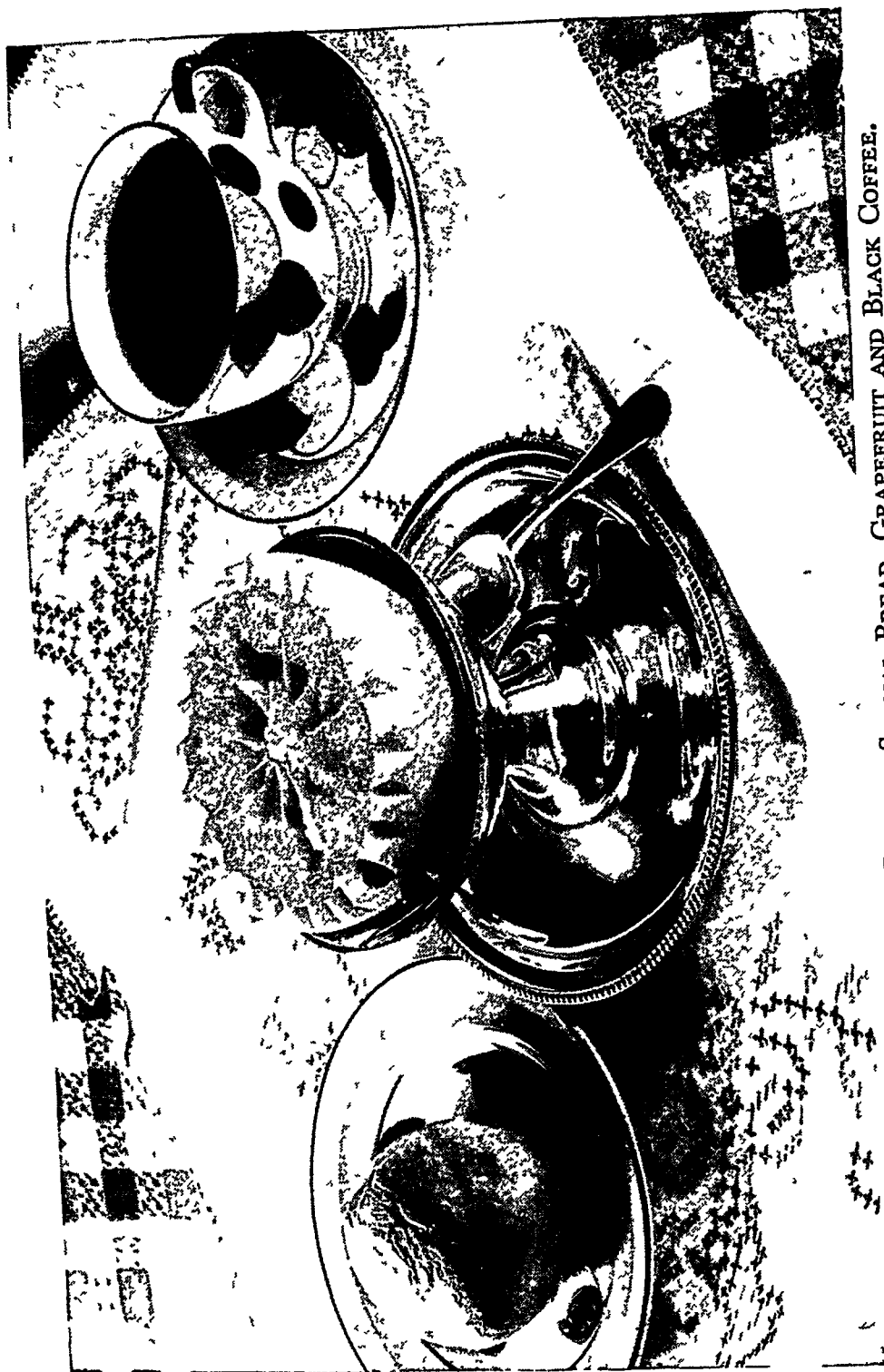
Children's Eyes.—Children's eyes should be particularly well guarded. When it is in a perambulator, a child's eyes should be protected from the sun. Its bed should not face the window. Give it a broad-brimmed hat to wear. A child under five should not do close work such as writing and threading beads. Anything abnormal about a child's eyes should receive medical attention at once, as it can probably be corrected quite easily if treatment is begun in the early stages.

Feet, care of.—*Choice of shoes.* The first essential in caring for the feet is to choose correctly made shoes, and this is particularly important when choosing shoes for children. Shoes should be sufficiently long to exert no pressure on the ends of the toes, and sufficiently wide and straight on the inner side to allow the toes to lie flat and straight. It is not harmful to wear pointed shoes, if the point merely forms extra length.

The normal height for the heel to be raised from the ground in an adult is about $1\frac{1}{2}$ inches. In addition, shoes should be built to fit closely from the heel to the ball of the foot in order to support the instep.

Fresh air.—Our feet as a rule have too little access to the air and too little freedom from restraint. It is a very good thing to walk about barefoot when you are certain of the cleanliness of your surroundings. Never go without shoes of some sort in places such as hotels and public bathing-places, as there are many unpleasant infections of the foot which can be picked up in this way very readily. If you can go without stockings and wear sandals in the summer, your feet and legs will feel the benefit.

Aching Feet—Aching feet are sometimes the herald of flat foot, which can be an extremely painful condition. If merely sore and tender from unaccustomed walking or standing, they should be soaked in hot water to which



A SLIMMING BREAKFAST. A ROLL OF SPECIAL BREAD, GRAPEFRUIT AND BLACK COFFEE.

a little veterinary Epsom salts, or one of the salts sold in packets for the purpose, has been added. The Epsom salts, however, are very much cheaper and just as effective

After drying, dust them with talcum powder, then rest them, well up, for as long as possible

Blisters.—Shoes which cut into the heels, or which slip up and down at the heel, often cause blisters. Dip a needle into iodine and prick the skin at the edge of the blister. Then squeeze out the fluid and protect the spot with a piece of boracic lint. Do not remove the skin. Feet that easily become rubbed can be hardened by using methylated spirits¹

Figure, care of.—Correct diet and exercise are the chief means of developing a perfect body and maintaining it in health

A Balanced Diet.—The relative daily quantities of the four main classes of foods, here outlined, are for a normal adult undergoing an average amount of physical exertion

Meat Class—8 oz of meat foods, including milk, cheese, eggs and fish

Butter Class—From 2 to 3½ oz of butter and other fats

Bread Class—About 2 lb of bread or other foods made with flour and sugar, including some wholemeal

Fruit Class—Fresh fruit and canned or stewed fruit once a day

Vegetable Class—From ½ to 1 lb. of potatoes, and other

vegetables in addition, including some raw ones

The different vitamins will “take care of themselves” in these classes, if fresh, natural foods are given precedence wherever possible

Children need proportionately a larger quantity of the meat class than adults, and not a great preponderance of the bread class

The “Daily Dozen”—A few minutes’ exercise night and morning, with light clothing and open windows, is one of the surest methods of keeping fit for those who have little time for regular games. These should start with a few breathing exercises and ordinary limb and bending movements to loosen the joints, but most of the time should be devoted to the muscles of the trunk and abdomen

Correct Weight.—The following table applies to men of 30, with clothing. Women’s weights are normally about 10 per cent less than these

Height	Weight
ft in	st oz.
5 0	8 0
5 1	8 4
5 2	9 0
5 3	9 7
5 4	9 13
5 5	10 2
5 6	10 5
5 7	10 8
5 8	11 1
5 9	11 8
5 10	12 1
5 11	12 6
6 0	12 10
6 1	13 0

¹ See also PERSPIRATION, EXCESSIVE

Ideal Measurements.—A rough idea of the ideal figure for a woman is determined as follows—A woman 5 feet tall should have a bust measurement of 30 inches, a waist measurement of 22 inches, and a hip measurement of 32 inches. For each additional inch in height, add 1 inch to each of the other measurements.

Freckles.—Fair skinned auburn types of people are most liable to freckles, which occur in the hot weather and tend to fade in winter. The only way to prevent them is to protect the skin by wearing shady hats and always using powder cream out of doors.

To Remove.—Apply peroxide of hydrogen or a special balsam to the affected parts, daily, with a little brush.

Gooseflesh.—Rough, "goose-fleshy" skin usually appears on the arms, and can soon be cured if treated regularly every night. First of all scrub the arms with a loofah or very soft nailbrush, with warm water and a good super-fatted soap; then rub well in a little olive oil or an oily skin food.

Lemon juice also improves the skin greatly. The arms can be rubbed with a freshly cut lemon either after the other treatment is completed, or at some other time of the day.

Greyness, premature.—This usually runs in families or may be due to a long illness, to prolonged nervous strain, or to poisons in the system. The only way to guard against the loss of colouring matter is to keep your

scalp always in a clean and healthy condition, and to maintain as high a standard of physical health as possible.

Approaching greyness can be held in check to a certain extent if you constantly include in your diet foods rich in iron, such as many vegetables and fruits, especially spinach, watercress, dried peas and beans, prunes, dates, figs, currants and raisins, and also liver and yolk of egg.

Gums.—See TEETH, CARE OF.

Hair, care of.—Hairs spring individually from little pits called follicles where they are nourished directly by the blood supply, so it will be seen that the health of the hair is very dependant upon the health of the body as a whole. One of the best stimulants for the hair is sunlight. Go without a hat as often as possible, and let light and air penetrate to the roots even when there is no direct sunshine. Friction to the scalp, which increases the blood supply and loosens the underlying tissues, is also beneficial. It can take the form of massage and thorough brushing.

To shampoo.—Frequent cleansing of the hair and scalp is very important—once a week or once a fortnight is not too often—it depends on whether you live in the city or in the country. Use a good shampoo powder, liquid shampoo or pure soap dissolved in hot water. The water should be soft. Use rain water or add a little borax if your water supply is very hard. After wetting the hair thoroughly, wash and rinse it twice, with

plenty of lather. Be sure to get out *all* the soap. Add a squeeze of lemon juice to the last rinsing water. Whenever possible, dry your hair in the sunshine.

TO CHOOSE A SHAMPOO

Fair hair: camomile shampoo.

Reddish hair. henna or camomile

Brown hair. tar shampoo.

Blue-black hair egg shampoo (made by adding a beaten yolk of egg to ordinary shampoo when ready).

If your hair is inclined to be dry, either rub a little olive oil into the scalp the night before shampooing, or use a very little brillantine after the shampoo is finished. Put a few drops on the palm of your hand, dab your brush on it, then brush your hair.

To tint.—Actual dyeing or bleaching of the hair cannot be done safely and satisfactorily at home as it requires expert knowledge. There is, however, no risk of unsatisfactory results from the home use of coloured hair washes and setting lotions, which brighten and restore colour to dull and faded hair. Light brown and reddish coloured hair can be washed with a henna shampoo, and there are many tinted hair rinses which are perfectly harmless and easy to use at the end of a shampoo. It is not advisable to attempt to bleach your hair with peroxide, for the texture and colour may be seriously impaired.

To make white hair snowy, add a very little blue to the rinsing water. Occasional bleaching may be necessary, but this

should be done by a hairdresser.

Waving and setting —Iron waving is the easiest method for quite straight hair, unless you have a permanent wave, which is no more expensive in the long run if you learn to set it yourself. Setting at a hairdresser's, however, usually costs the same as an iron wave, so the "perm" is an extra expense if you must always have this done. Iron waving is not harmful to the hair if carefully and not too frequently done.

Hair which has been "permed," naturally curly hair, and even some types of straight hair are set with lotion and combs or curlers after each shampoo, and though it is not easy to do this yourself, many people can obtain quite a good result with practice. Unless your hair is very short or curly, there is no doubt that a permanent wave saves more trouble than any other method.

Dandruff.—Excessive dandruff and excessive greasiness of the scalp are two different forms of a scalp disease known as Seborrhoea. It is caused by germs conveyed by the use of infected brushes, combs, towels, hats, etc. If allowed to persist too long it causes thinning of the hair or actual baldness.

Treatment — Wash frequently with bland, pure soap, remove all dead scaly matter, then massage. Apply mild antiseptic and oily dressings such as olive oil mixed with $\frac{1}{2}$ per cent of salicylic acid. The use of ultra-violet rays is also recommended.

In infants, neglected dandruff

frequently leads to eczema. Applications of olive oil and daily washings will, however, soon clear away dandruff.

Hair, superfluous.—On the face.—The only permanent method of removing superfluous hair from the face is electrolysis, by which a very fine electric needle is introduced to the root of each hair, destroying it completely. The treatment is not very painful if given by an expert, and there is then little or no danger of scarring.

At home, much can be done to disguise a slight growth of hair on upper lip and chin, either by using a fairly dark shade of face powder, or by bleaching the hairs frequently with peroxide of hydrogen—painting it on with a soft brush.

Depilatory preparations are not very suitable for use on the face, excepting a wax preparation which will remove a thick growth of hair, though not permanently. The melted wax is spread on the skin, and ripped off when set with the hairs embedded in it.

Under the Arms.—The easiest and cheapest method of removing hair from beneath the arms is shaving, and a special curved safety razor can be obtained if desired. A proper shaving soap should be used to soften the hairs. The alternative method is one of the depilatories in paste or powder form. Leave this on for some minutes, then wash it off and apply a little cold cream.

On the Arms—Bleach hairs on the arms with peroxide of

hydrogen, dabbing them well 2 or 3 times a week. This method will also make the hairs of the legs almost invisible through thin stockings.

On the Legs.—Remove a heavy growth of hair from the legs with a depilatory, or by the pumice stone method. The latter is perhaps best for the legs, since the hairs are worn away gradually and so do not begin to sprout again all at once. Use a smooth, flat piece of pumice stone. First soap the legs, then rub well with the pumice stone, at least every other day.

Hands, care of.—Hands need almost more attention than faces, especially if the hands are constantly busy with household jobs. It is always advisable to wear rubber gloves when washing up. Wear cotton gloves for dusting or any particularly dirty work, or rub your hands well with vanishing cream and put a little solid soap under your nails. After working with your hands in water rub them with glycerine and honey jelly, especially in the winter.

To massage.—Rub your hands well every night with a good cream, or with olive oil, giving them a thorough massage whenever you have time. Stroke the fingers from the tips to the knuckles, just as if you were putting on a tight glove, then stroke the whole hand in the same way, between the thumb and fingers of the other hand, working always towards the wrist. Use also a rotary motion on the fingers to make them supple.

To Whiten.—Use a good bleaching cream every night on retiring, and wear a pair of loose cotton or chamois gloves. During the day, after washing, a lotion such as the following should be applied

Finest Olive Oil 1 oz.
Oil of Tartar 8 drops
Eau-de-Cologne 1 teaspoon
Rose Water $\frac{1}{2}$ pint
Borax, a pinch, dissolved in the Rose Water

Lemon juice will help to soften and whiten most skins. Always keep a cut lemon by your wash-basin and rub the hands with it twice a day, leaving the juice to dry on. An oatmeal pack, or the treatment recommended for knuckles is also excellent for hands which are very red and rough.

Calloused Hands—When really bad, calloused hands need special treatment as they are due to a rheumatic condition and to the accumulation of chalk. Massage with olive oil and surgical spirit will help to dissipate the chalk, but internal treatment is the most important. Drink plenty of water between meals (boiled, if your water supply is hard), avoid foods rich in calcium, such as milk, cheese and green vegetables, and keep the blood stream healthy by taking plenty of exercise and avoiding constipation.

Some people find that a course of barley water or bran tea, instead of plain water, is effective in rheumatic conditions. To make bran tea, allow $\frac{1}{2}$ pint of boiling water to 2 heaped table-spoons of broad bran, pour the

water on the bran, then leave it to cool and pour it off, after stirring well.

Chapped Hands.—Two simple and effective remedies for roughness and chapping of the skin in winter are glycerine and cucumber cream, containing benzoin and other aromatic constituents; and a good brand of camphor ice. One of these preparations should be rubbed well in whenever the hands have been in water, and a really greasy cream such as lanoline can be applied at night.

If your hands chap easily, it is essential always to wear gloves out of doors in cool weather, and rubber gloves when doing any household washing.

Head, carriage of.—See DEPORTMENT

Health, care of.—The chief essentials of healthy living can be summarised as follows

1. A balanced diet¹
2. Plenty of exercise and fresh air
3. Adequate rest and sleep
4. Personal hygiene
5. Avoidance of any focus of infection, such as bad teeth, tonsils, sluggish digestive tract

In Middle Age.—The most typical maladies of middle age are caused by the indiscretions of the period preceding it, when the ample reserve of youth prevented these penalties from being exacted. Over eating and drinking, late hours, prolonged over exertion, inattention to actual ill-health, neglect of exercise and fresh air—any one of these contributes to disabilities such as obesity, high

¹ See FIGURE, CARE OF

blood pressure, rheumatic conditions and digestive troubles

For the wise and healthy, however, middle age is perhaps the best part of life—a time of calm achievement, of wisdom and fruition, and if the rules for healthy living are still observed, without any tendency to coddling, old age will be long deferred

In Old Age—Immense benefit can be derived at this period from dieting and careful medical supervision. It is important to avoid too much meat—which is only required in large quantities by people undertaking a great deal of physical exertion. Diet for the old has been summarised as “much milk, little flesh, and a very small amount of alcoholic liquor of any sort”

Over-exertion and exposure to cold must be avoided, but fresh air and moderate exercise, suited to the individual, should not be neglected

Hips, to keep slender.—In addition to special daily exercises, if you form the habit of tightening and releasing the muscles of the buttocks at any time when you are sitting, standing, or lying in bed, you will preserve their tone and prevent accumulation of fat

Daily Exercises.—1. Lying on the floor, with the arms a little away from the sides, lift the left leg and swing it over to the right till the foot touches the ground. Return to the first position and swing the right leg over the left. Repeat ten times, trying to get a good rolling movement of the hips as you swing each leg

2 Stand erect, heels together, toes well out, and hands on hips with thumbs backwards. Now rise on tiptoe, keeping the heels well together, and slowly bend the knees to a crouching position. Come back into the standing position without relaxing

Knees, care of.—In a sedentary occupation or with long standing, your knees are apt to become stiff and easily tired, or sometimes even puffy and swollen. The only treatment is to strengthen the muscles and ligaments by doing a few exercises daily. Puffy knees should be put up and rested as much as possible, and a doctor consulted if they persist

Exercises — 1 With heels together and hands on hips, rise to your toes, then bend slowly to the squatting position, keeping your knees out and your back straight. Return slowly to the first position, and repeat 10 times

2 Lying flat upon the floor, raise the leg up vertically with knee stiff and heel stretched. Then bend the knee slowly till the lower leg is horizontal. Repeat several times with each leg

Knuckles, enlarged.—The treatment for enlarged knuckles takes up rather a long time, but good results are quickly obtained if it is done every day. After a time the treatment need then only be undertaken occasionally. Make a preparation by dissolving 1 oz of Epsom salts in $\frac{1}{2}$ pint of nearly boiling water, then adding enough prepared bran to form a creamy paste, and beat for a few minutes, then treat the hands as follows :

1. Plunge the hands in the preparation, as soon as it is cool enough to bear, and keep them in for 10 minutes

2 Clean off the paste and wash the hands in a soapy lather, and dry them

3 Plunge them again into the re-heated paste for another 10 minutes

4 Wash again

5 When the hands are nearly dry, rub them vigorously with flat fingers Dead cuticle and waste matter will be extracted from all over the skin, especially the joints

6 Wash again in the soapy lather

7 Massage briskly from the tips of the fingers to the base, having first covered them with a cleansing cream Shake each finger well to loosen deposits in the joints still further, and finish the massage with long sweeping strokes between the fingers.

8 Remove the cream, and rub briskly with a mixture of witch-hazel, rose water and alcohol

Legs, to reduce—Daily massage is the best measure Use vigorous kneading and slapping movements, and work upwards all the time A reducing cream can also be applied Of the following exercises, the first will function by developing the muscles of the calf, and the second will reduce the fat of the whole leg

Exercises — 1. Sitting well back in your chair, hold one leg out straight, then bend the foot upwards from the ankle as far as it will go, tightening the calf

muscle Relax, and repeat several times with each foot.

2 Sit on the floor with legs straight out in front; shoes off. With all the muscles completely relaxed, keep on raising the knees, one at a time, and smacking the backs of the legs very vigorously on to the floor Do this at first slowly then gradually faster, but the muscles *must* be relaxed all the time

To Fatten—Massage the legs every night with olive or almond oil, slightly warmed Use only a little oil, working it well in with the palm of the hand in light circular movements from the ankle upwards Dancing exercises are especially good for developing the calves

Lips, cracked.—Cracks and slight abrasions of the lips are very common in winter, and are caused by the drying effects of cold winds Digestive disturbances are sometimes to blame, or occasionally an unhealthy mouth due to ill-kept teeth A greasy application such as lanoline is very soothing Before going out, protect your lips with a colourless lip salve if you do not use lipstick with a greasy base

Small cracks which sometimes occur at the side of the mouth should be kept quite dry, and can be painted with a little collodion to protect them from moisture

Make-up, hints on.—1 In winter use a foundation corresponding with the colour of the blood—but paler, of course—to obviate any tendency to blueness

2 The position of rouge on the cheeks must be decided by the

bony structure of the face A long face needs rouge shaded away from the nose and deeper towards the cheek-bones, rather high up A wide face needs the opposite treatment—the rouge deeper towards the nose, and not so high up Do not forget to put a trace of rouge on the chin

3. Powder downwards to disguise hair and down

4. Keep eye shadow¹ close to eyelids and give it an upward tilt at the outer corner of the eyes Also give eyebrow pencilling a *slight* upward tilt at the outer corners for youth

5. Lipstick should follow the natural line of the mouth except at the bow, where it can be slightly accentuated

6. Keep make-up both natural and up to date

Routine for the Face—First apply a foundation lotion or a really good vanishing cream, then the rouge, if used Rouge should never be applied except on a foundation In applying it, it is most important not to leave a hard line at the edges, and not to apply too much Powder is then applied evenly all over, not forgetting the neck, and the surplus wiped off gently.

Use of Lipstick—Lipstick and rouge must match Apply lipstick first to the upper lip, and only very little to the lower one Most people find that it is sufficient to close the lips after applying the lipstick to the upper one then to smooth off what is deposited on the lower one

Make-up for the Ears—If the

¹ See also EYE SHADOW, USE OF

hair is worn so as to expose the ears, these may be slightly made-up in the evening. Put a very little rouge, in paste form, on the lobe of the ear and work it round gently till it is pale pink and evenly tinted.

Make-up for the Arms.—Use a good liquid powder for the arms in the evening, and apply it sparingly First wring a piece of cotton wool out of cold water, then apply the powder on it very smoothly When the liquid powder is perfectly dry, apply ordinary powder fairly thickly, and brush off the surplus

Manicure.—See NAILS, CARE OF.

Massage, body—Skilled massage is required for the treatment of actual ailments or injuries, but an amateur can soon learn enough to give a general massage for insomnia or fatigue, and to reduce fat in different parts of the body.

For Insomnia.—Stroke lightly over the forehead and spinal column Always stroke towards the heart, using the cushions of the fingers or the whole palm in long, rhythmic sweeps—the hand gliding back without pressure

For Fatigue.—Firm stroking and kneading of the legs, back and shoulders often relieves muscular fatigue after unaccustomed exercise, and enables the limbs to relax Always work towards the heart

To Reduce Fat—Deep kneading and pounding of the tissues is performed with both hands The muscle is picked up; then the fingers are kept steady while the palms and thumbs work against



Place fingers of
right hand on
right temple



Work middle fingers of
left hand from centre
of forehead to left eye



Tap round
both eye
sockets



Tap cheeks upwards
and outwards



Slap under chin

36 Give yourself a weekly face massage to cleanse the skin thoroughly and to tone up the muscles. The arrows indicate the direction in which the fingers should work, lightly but firmly so as not to injure the delicate veins.

them in a deep upward spiral motion, gradually working up the limb evenly and thoroughly. Firm stroking should be alternated with this movement

Massage, facial—A good massage cream is essential for face massage, and you can make one yourself quite cheaply at home.

MASSAGE CREAM

Almond Oil 4 oz.

White Wax	1 oz.
Witch Hazel Extract	2 oz
Otto of Rosé	5 drops

Melt the wax and oil together, add the warmed witch hazel, drop by drop, and lastly the perfume when the other ingredients are almost cold

The following method of face massage is for self-administration. Begin on the forehead, placing

the fingers of the right hand firmly on the right temple. and work with the middle fingers of the left hand in circular movements from the centre of the forehead out over the left eye. Press deeply enough to feel the bones. Change over the fingers and do the other side.

Now treat the eye sockets. Tap round both at once, working in towards the nose *under* the eyes, and out towards the temples above them—be careful not to flatten the eye balls.

Next tap firmly on the cheeks, in an upward and outward direction. It is best to rest the elbows on the table for this, as the wrists are then more free. Continue the tapping for as long as possible.

Slap under the chin, first with the back of one hand, then with the other. Finish the treatment by wiping off the cream and slapping all over with swabs of cotton-wool soaked in an astringent lotion such as the following.

ASTRINGENT LOTION

Elder Flower Water	3 oz.
Witch Hazel Extract	3 oz
Gin	1 oz
Distilled Water	6 oz

Menstruation, management of.

—The most normal woman feels less inclined for extra exertion during her monthly period, and is liable to tire more easily. While it is unnecessary to make any real change in your usual routine at this time, it is wise to take a little extra rest for a day or two to

balance the drain on your system—even if you are unaware of strain. Avoid strenuous games and sports. Take moderate exercise, such as walking in the fresh air. This is beneficial and often relieves congestion in the early stages.

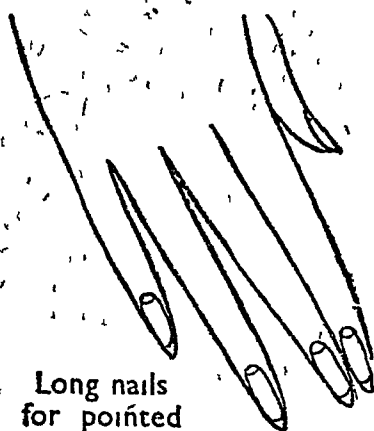
Scrupulous cleanliness should be observed. Wash carefully at least twice a day, and take warm baths as usual, but do not stay in them long. Discontinue cold baths. It is important to avoid constipation at this time, and it is helpful to take a mild aperient just before or at the beginning of the period, but do not take a strong purge.

No function of the human body varies more widely within the limits of health, and you have no cause to worry if your periods are of greater or less frequency than the normal 28 days, provided they are regular in occurrence and in quantity. Some external circumstances such as change of climate often interfere with the normal course of menstruation, without any threat to health.

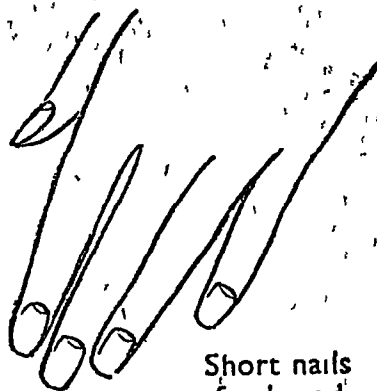
Middle Age.—See HEALTH, CARE OF.

Moles.—Moles are present from birth, and may tend to increase slightly in size as the child grows. They are quite harmless, and when small are not disfiguring. No one should attempt to remove a mole without consulting a doctor. Exposure to radium or electrolysis, in suitable cases, may produce good results, but other methods are unsatisfactory, as they usually leave a scar.

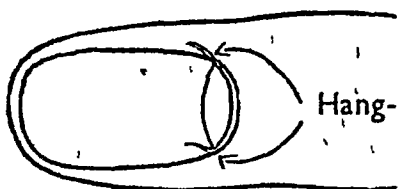
Mud Packs.—See PACKS.



Long nails
for pointed
fingers



Short nails
for broad
fingers



Hang-nails

37. Shape your nails to suit your hands and personality. Hang-nails are caused by dryness of the skin and should be treated with lanolin

Nails, care of.—To keep the nails, looking attractive, it is essential to have a weekly manicure, which you can easily give yourself in the following way.

1 First file the nails with a flexible file and smooth them down with an emery board. Never cut them with scissors. File the "shoulders" at the sides right away, but shape the nail as a whole to suit your hand, the shorter and broader your fingers, the less long and pointed your nails should be.

2 Next remove the old polish with polish remover

3 Soak your fingers in warm soap and water for a few minutes

4 Dry them, and remove any rough bits of nail.

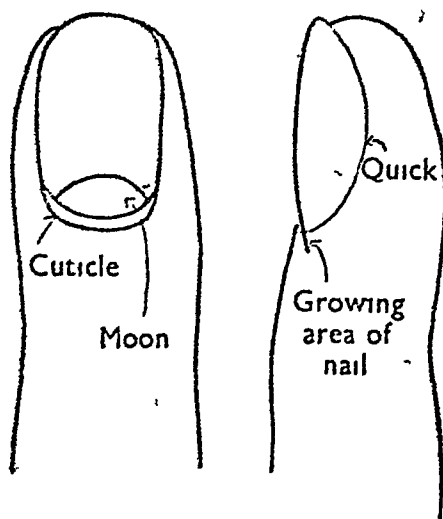
5 Push back the cuticle with

an orange stick, wrapped in cotton wool and dipped in peroxide of hydrogen, cuticle remover, or lemon juice. If the cuticles are dry and inclined to crack, apply a little cream or oil at this stage

6 Now polish the nails, either with a polishing stone and buffer or, if you prefer it, with liquid polish, applying one coat thinly and evenly with the brush

7 The orange stick should then be dipped in peroxide and applied under the tip of each nail to cleanse it

During the week all that you need do to keep your nails in condition is to clean them with a stiff nail brush—never with a sharp instrument; to press back your cuticle with a towel after



38 *The parts of a finger-nail*

washing, and to apply a little cream to the cuticle at night

Cracked Cuticle.—The painful cracks that occur in the skin at the sides of the nails in winter are due to impaired blood supply owing to cold fingers. People of a rheumatic or gouty tendency are peculiarly liable to these. To prevent this, do not use much salt in your diet, and drink large quantities of water between meals. The cuticle itself should be treated daily with lanoline.

Hangnails—These are due to dryness at the base of the nail. Cut off loose pieces and rub a little lanoline gently into the cuticle each night.

Broken Nails—Broken and brittle nails are often caused by the constant use of liquid polish, in which case you should adopt a nail polishing stone instead. There are, however, some liquid polishes with an oily base which claim to obviate this result.

It will take several months after the cause has been removed for the brittle nail to grow out and for cracking to cease. The nails should be kept short, and should be soaked every day in olive or almond oil to prevent breaking more than can be helped.

Neck, care of.—Whether your neck is too fat or too thin, a little daily massage with skin food will help to tone it up and improve its proportions. Careful kneading and brisk patting reduce the flesh, and stroking movements help to give a graceful line. The exercises recommended to treat a double chin are useful for the neck as a whole. Use skin food for your neck just as you do for your face.

Discoloured Neck—The skin of the neck very easily becomes discoloured, especially in winter when high coat collars are worn. Cleanse it quite frequently with cotton wool dipped in fresh lemon juice, slightly diluted. Apply this after the neck has been well washed and dried. Cucumber lotion is also good.

Salt Cellars—One of the best ways of treating salt cellars and filling out a scraggy neck is by means of regular breathing exercises. Gentle massage with an oily skin food or with a mixture of vaseline and almond oil, using a rhythmic, circular motion, very soon effects an improvement. Thin necks are often associated with a poor physique generally, so the whole body should be better nourished.

"Nerves."—The most com-

mon manifestations of "nerves" are restlessness, sleeplessness and irritability of temper. The powers of concentration are weakened, and ordinary work becomes a labour. In bad cases, the sufferer becomes nervous of meeting people, and very "touchy" and sensitive. Vague physical disturbances such as pains in the head, dimness of vision, and digestive disorders or actual vomiting are often experienced. There is an old adage which even attributes all digestive troubles entirely to the mental attitude:

*Eat, all kind nature doth bestow,
It will amalgamate below
If the mind says "It shall be so"
But if you once begin to doubt
The gastric juice will find it out.*

How to Control.—"Nerves" tend to become a habit unless measures are taken to control them, and their victim often becomes haggard and ill-nourished. Contributory causes such as over-work, worry, over-smoking or malnutrition should first be removed. Special care should be taken to improve the physical condition, and the will should be exercised in order to try not to be restless and worried over trifles. Deliberate relaxation or "unclenching" of mind and muscles for a few minutes at intervals throughout the day will be found extremely helpful. A change of air or occupation will often start an improvement.

Persons of unstable nervous temperament should avoid alcohol, and should not take to smoking—for this aggravates

rather than soothes the condition.

Nicotine.—The poisonous principle in tobacco, nicotine causes various degrees and symptoms of ill-health in persons who smoke to excess of their natural tolerance. Headaches, nerviness, liability to infection of the throat and chest, as well as a muddy complexion and tired eyes, can all be traced quite often to excessive cigarette smoking. Nicotine seems to be more easily absorbed in the morning than later in the day, so in order not to obtain more ill effects than you can help, do not smoke before lunch—and do not inhale. Women are much less tolerant of the effects of nicotine than men.

To Remove Stains of.—Remove the yellow stains on nails and fingers with eau-de-Cologne. **Nose, red**—Indigestion is the most frequent cause of a red nose in women, unless exposure in cold weather is to blame. If indigestion is suspected, try to take more exercise to stimulate the circulation, and look carefully into the matter of your diet. Avoid tea (especially strong Indian tea) all twice cooked or made-up dishes, and any foods that you know to be indigestible in your own case. In the meantime, use a slightly darker face powder to tone down the colour of the nose.

If cold winds always make your nose red, apply cream and powder before going out of doors, or a good powder cream. Do not go too near the fire before going out or when you come in.

Nose, shiny—A very simple way of preventing your nose from becoming shiny, if it is inclined that way, is to apply a little sugar and water before powdering. To prepare the sugar, put one or two lumps on a saucer, and pour boiling water on to them, allowing 1 teaspoonful of water to each lump.

Rub a very little of this syrup over the nose with your finger, then dab it gently with a tissue or a handkerchief till it is nearly dry. Powder at once, rather thickly, and the powder will remain on for several hours.

Enough sugar mixture can be made up and put in a bottle to use for some weeks.

Old Age.—See HEALTH, CARE OF
Packs, to apply.—The method of self-treatment with face packs is as follows.

1. Tie a head-band round the hair to protect it, then proceed thoroughly to cleanse the face and throat with cleansing cream.

2. Remove the cream, and apply more, then remove this completely.

3. Now apply the mask, smoothing it on in an upward direction, and lie down, with eyes closed, for 20 minutes while it dries.

4. When the mask is hard and dry, remove it by holding a warm damp towel over it and gently easing it off.

5. When the face is quite clear of pack, apply some almond emulsion or complexion milk all over the face and the throat.

6. Wipe off, dab with astringent lotion, and make up.

If you have a very sensitive skin, apply the pack over a thin piece of gauze, with holes cut in it for the eyes and nose.

Bleaching, and Astringent Mask.—Take a handful of oatmeal. Add the juice of half a lemon and sufficient witch hazel to make a creamy paste.

Egg and Oil Mask.—Beat the yolks of 2 eggs till creamy, then add a few drops of olive oil, drop by drop, and an equal quantity of tincture of benzoin. Beat well again, then use. This is a very nourishing treatment and does not dry so hard as a mud pack. Eye pads should be used with this, as it is not applied to the eyelids.

Mud Pack.—To make a mud pack, mix about a handful of Fuller's earth powder to a creamy paste with rose water and a few drops of eau-de-Cologne. Use this pack for curing enlarged pores and extracting impurities.

Oatmeal Pack.—This is used to soften and whiten the hands, and should be applied about once a week to produce good results. Mix some fine oatmeal into a paste with strained lemon juice and peroxide of hydrogen in equal quantities. Spread the paste evenly over the backs of the hands and leave it to dry.

Pedicure.—See TOE NAILS

Perfume, use of.—The following hints may be useful.

1. Choose your favourite kind of perfume and stick to it.

2. Put it on your skin where it can be washed off, instead of becoming stale, as it is inclined to do if sprayed on garments.

3 Be very sparing in its use so that the effect may be elusive

4 Have the same scent, or none at all, in your powders and creams

The best places to apply perfume are just behind the ears and on the under side of the wrist

Permanent Wave.—See HAIR, CARE OF.

Perspiration, excessive.—

Under-arm—There are many reliable preparations now on the market to check perspiration and deodorise under the arms. The method is harmless provided that it is not adopted continually and is restricted to small areas, otherwise it may cause skin eruptions. Also, twenty-four hours should elapse after using a depilatory before applying one of these deodorants

Of the Hands.—If your hands are inclined to become very hot and sticky, apply the following lotion which will keep them cool and comfortable

LOTION FOR THE HANDS

Salicylic Acid	$\frac{1}{2}$ dr
Boric Acid	2 dr
Glycerine	1 fluid dr
Rose Water	2 fluid oz
Eau-de-Cologne to make to 4 fluid oz	

Of the Feet—This occurs more frequently in men than in women and usually between the ages of 20 and 40. It is frequently associated with flat feet, and is due to a disturbance of the nerves supplying the sweat glands. Plunge the feet night and morn-

ing alternately into hot and very cold water, 6 or 7 times, ending with cold. Dry them thoroughly on a coarse towel, then dust them and the insides of the socks or stockings (which can be wool or silk, but not cotton), with a powder made of equal parts of powdered starch, boracic acid and salicylic acid. Avoid tight shoes, and consult a doctor if the condition persists

Pimples.—Isolated spots occurring on the face, back or chest can usually be prevented from coming to a head if dabbed well with iodine at night, when they first appear. The yellow stain of the iodine can be removed next morning with eau-de-Cologne¹

Pores, enlarged.—In a greasy skin the pores often become enlarged, especially on and around the nose. This condition can be prevented or alleviated by washing the face always in soft tepid—never hot—water, by the use of astringent lotions such as witch hazel and, in serious cases, by the application of face packs once or twice a week

An Oatmeal Bag—Soap should not be used on the face when the pores are enlarged, but ordinary oatmeal will be found very beneficial for cleansing. Put a little oatmeal in a piece of muslin. Thoroughly wet it, then squeeze it in your hands and rub them over your face. Rub the milky fluid well into the skin before rinsing it off. Too frequent use of glycerine creams has a tendency to enlarge the pores.

¹ See also ACNE.

Rest.—Women require far more rest than they usually take, periods of rest and quiet during the day as well as 8 hours' sound sleep at night. If you are tired or suffering from lack of sleep it is impossible for you to look your best. Try to close your eyes and relax completely on a comfortable couch even for 10 minutes during the day.

When you come in very tired, the best thing to do is to throw off your clothes and lie down for 15 minutes or so in your dressing-gown, then have a warm bath throwing a little toilet eau-de-Cologne or some bath salts into the water before bathing. When you have put on fresh clothes, you will feel quite rested.

If you suffer from sleeplessness, try taking a hot soothing drink such as a glass of milk when you are in bed.

Shampoo.—See **HAIR, CARE OF.**
Shoulders, to develop.—If your shoulders are too thin, they should share in the daily massage of the neck. The exercises recommended for developing the breasts will also help the shoulders. If the shoulders alone require to be filled out do an exercise, at intervals during the day, which consists in rotating the whole of the shoulder joint forwards, upwards, back and down, making the movement slow and as searching as possible. Swimming will develop the shoulders better than any other sport.

Round Shoulders.—The exercise described above will loosen the joints and help you to press back your shoulders, but will not

fatten them if they are already well covered. Try also walking up and down with a stick across your waist at the back, held in position by your elbows, and take a course of daily skipping. If you are engaged in a sedentary occupation, stretch up and lean backwards as often as you can.

Shyness.—If you are shy, the more people you can meet, both socially and in your work, the better. Take trouble with your clothes and your toilet, for a knowledge that your personal appearance is satisfactory will give you poise and self-confidence.

Above all, do not worry too much about your shyness or you will become nervous and either tongue-tied or over-voluble; or else you will develop nervous habits such as a meaningless laugh or repetition in your speech. To join in conversation easily and naturally you really only need to be alert and interested, without any special gifts. Self-confidence always comes after a time if you do not allow your shyness to get the better of you and to induce you to shirk all your opportunities of combatting it.

Skin, care of.—Constant attention is necessary to keep the skin healthy and youthful. It needs protection from the wind and cold in winter, and from the sun in summer, especially if it is a dry type of skin. It must be cared for from within as well as from without, for it is a living part of the human body, and is influenced by many disturbances of health, especially digestive disorders. Un-

healthy diet is soon reflected in the condition of the skin—sallowiness, eruptions, pimples, etc., occur. Especially is this the case when constipation is present, and when too many rich and sweet dishes are included in the diet.

It is necessary, too, to keep the skin thoroughly cleansed of the accumulations which may otherwise clog the pores, or give rise to tenderness and irritation of those parts where it falls into creases or folds.

Remember that the practice of putting on fresh cream and powder during the day without thoroughly removing the old make-up is very harmful. To acquire a smooth healthy skin, try the effects of massage, but it must be given by an expert. If it is done roughly or in the wrong direction it may do much harm. It is also important to choose creams and powders that suit your skin.

Blotchy Skin.—This condition is due to acid. A good treatment is a pack made of equal parts of starch and carbonate of magnesia, mixed with milk. Do not use astringent lotions on a blotchy skin, but apply complexion milk instead.

Dry Skin.—The best way to treat a dry skin is to administer an oil and egg mask once a week, to use a thin film of skin food in preference to vanishing cream as a foundation for powder and to leave a thin film on at night. Massage every day with a good oily skin food such as the following—

SKIN FOOD, FOR DRY SKINS

Coco-butter	$\frac{1}{2}$ oz.
White Wax	$\frac{1}{2}$ oz.
Lanoline	1 oz.
Almond Oil	4 oz.
Orange Flower Water	1 oz.

Be very careful in your choice of toilet soap if you use soap on your face.

Greasy Skin.—A greasy skin is a skin that is not acting properly. Vigorous massage with a good lemon cream is very helpful to tone it up, followed by slapping with cotton wool pads soaked in astringent lotion.

Powdered oatmeal added to the face powder, 1 part oatmeal to 3 parts powder, helps to absorb the grease and keep the skin matt and free from shine. The frequent and too heavy application of powder to a greasy skin may block the pores and encourage blackheads.

Sleep.—See REST

Spine, exercises for.—Bending exercises (touching the floor with the hands without bending the knees) and hanging exercises (for instance, hanging on a ladder propped against a wall at a slight angle) are especially beneficial for the spine, and help to make it strong and supple.

Another good exercise is to stand with your back to a wall, about 2 feet away from it. Keep the feet together and the knees stiff. Raise your hands straight above your head, and bend till they touch the wall. Straighten, and repeat several times.

If your back is weak and easily

tured, the exercises should be started gently and gradually.

Sunbathing.—The mistake so often made with sunbathing is to undertake it too rashly during a heat wave. It is far wiser not to wait for the very hot weather, but to start giving the body short exposures to the sun quite early in the spring-time.

If you have no chance to sunbathe until your summer holiday, do not expose unaccustomed parts of your skin actually in the hot sun for more than 5 or 10 minutes at a time at first. Gradually increase the exposure as your skin becomes acclimatised. Use oil or cream before going into the sun, and apply more cream if there is any trace of soreness. Wear a broad-brimmed hat to protect your head and back of neck. These precautions are necessary since it is quite possible to get sunburnt without a warning from the heat, especially on a windy day.

The ultra-violet rays of sunlight, which are so extremely beneficial to our bodies, are present in greater degree in the morning sunlight, before the heat has reached its intensity. We obtain the greatest value from these rays if we expose our *whole* bodies at times. Children should certainly be allowed to do this as regularly as possible, with due precautions against over-exposure on the one hand and chill on the other.

Artificial sunlight lamps, can be obtained for use in the home, so that you can enjoy the benefits of sunbathing into the winter.

Sunburn.—Results of over-exposure to sunlight are irritability, with loss of sleep and feverishness—sometimes high fever—and a rash. If the burning is as serious as this, you should rest in bed with cooling applications until the condition subsides.

Mere redness and soreness of the skin however, can be treated with cooling lotions such as calamine and witch hazel.

Teeth, care of.—The first essential in preventing dental decay is to make sure that particles of sweet or floury foods do not remain around the teeth after eating. If you cannot clean your teeth after each meal, eat some firm, raw fruit such as an apple or pear at the end of it.

Do not confine yourself to soft bread and cakes, but eat those which require thorough mastication such as toast, crusts, wheat or rye crisp bread and hard biscuits. Your general health also has a great effect upon your teeth, therefore a suitable diet containing plenty of natural foods and rich in calcium (which is present in fruit, vegetables and dairy produce) tends to keep them in good condition.

Teeth should also be inspected by a dentist every 6 months in order that holes can be stopped as soon as they appear, and tartar removed, and few teeth will then be lost.

To clean.—The teeth should be brushed all over, behind and before, and the masticating surface of the back teeth should be brushed as well. Use the brush up and down more than across,

so as to clear out all particles of food. A tooth paste or powder will help to brighten the teeth, but salt and water is the best thing to use at the end of the day. Do not keep a toothbrush too long—6 weeks or 2 months at the most.

To whiten—Occasionally peroxide of hydrogen, 1 part to 7 parts water, may be used to brush the teeth when they have a tendency to become yellow and dull, but it should not be used every day. Brushing with a stiff brush and a fairly coarse powder is the best method of keeping the teeth white.

Care of the Gums.—If the gums are healthy, the teeth will more or less take care of themselves. They *must* have friction to stimulate the blood supply, and every part of them should be brushed vigorously with a moderately hard tooth-brush, using a fairly light hand, at least once a day and preferably oftener. During the process the brush should be frequently dipped in salt water—1 level teaspoonful of common salt in half a tumbler of water.

Inflammation of the gums—Friction plays a most important part in treating inflammation, tenderness and bleeding of the gums, and will prevent the development of pyorrhœa. If the gums are sore, a softer brush and lighter action should be adopted until they have hardened.

Artificial Teeth—The essentials of a plate are lightness and comfort, and no pains should be spared to secure the latter, although it may mean, at first,

many visits to the dentist. Even old plates may require slight adjustment at times if sore spots develop in the mouth or the teeth do not remain firmly in place.

The most scrupulous cleanliness is necessary in the care of dental plates. They should be removed at night, washed, brushed and placed in a non-staining disinfectant ready for replacement in the morning after the gums and existing teeth have been cleansed.

Tobacco.—See NICOTINE.

Toe-nails, care of.—The correct way to cut toe-nails is straight across. On no account should the corners be cut down to the quick. Some people like to “pedicure” their toe-nails, especially in summer when wearing sandals and no stockings. The cuticle can be tidied with an orange stick which has a little cotton wool round it, dipped in cuticle cream or lotion, but do not thrust it back too violently. Germs have easy access to the foot, so it should not be made too vulnerable.

Ingrowing Toe-nails—Ill-fitting shoes, too short at the toe, usually cause this condition, which should be treated by a chiropodist. In its early stages it can often be checked by snipping a small triangular piece out of the middle of the nail, or by keeping the nails very short.

Voice, modulation of.—Correct breathing is the first essential for good voice production, in speaking just as in singing. It is also responsible for the full development of the lungs, upon which

the voice depends. There are two kinds of breathing.

1. Ordinary quiet respiration adopted during rest and sleep, when it is the diaphragm which is chiefly brought into play.

2. The deep inspiration (increasing the size of the upper part of the chest, while the abdominal wall sinks in rather than swells out) which is adopted in singing, speaking and deep breathing.

By this latter method the lungs can take in a very large quantity of air with the least possible exertion, and the voice can be easily controlled. A well-modulated voice, with a good range of tones, is extremely attractive, especially as English voices are accused of being on the whole thin, colourless and monotonous. For this, you must learn to expand the chest fully and retain your breath, rather than make experiments with the pitch of your voice—the result of which would probably seem unnatural and affected.

Your voice should be smooth and clear, and it is a good plan to practise reading aloud in order to gain expression and definition. **Waist, to keep slim.**—All body twisting movements are very good for keeping the waist slender. A roll of fat at and above the waistline in front can be reduced by repeating the two following exercises five times each way every day.

Exercises.—1. Stand erect with feet together. Raise the arms above the head, finger-tips touching. Bend down as far to

the left as you can. Back to first position, then repeat to the right, keeping the abdomen flat and the back well held in.

2. With the feet slightly apart and the hands above the head, thumbs linked, move the body as far round as possible to the left, using the waist as a pivot. Repeat, swinging to the right.

During the day, always hold your ribs slightly above your waistline—this straightens your back and keeps the waist from thickening in front.

Weight, to increase.—Except when it has been produced by habitual worry or definite disease, excessive thinness can nearly always be made to disappear with a nourishing diet and a moderately restful life. If you are of the restless worrying type, make every effort to rest and relax for at least an hour every day, in the fresh air, if possible—and go to bed in a peaceful frame of mind not later than 10.30 p.m.

Exercise.—For gaining weight exercise must of course be much less strenuous than for reducing it, and you must always stop at the first feeling of fatigue, and always lie down for a short time afterwards. The following exercises are not expected actually to produce fat, but they will stimulate the whole nutrition of the body and develop the muscles.

1. Stand with heels together and arms stretched forward level with the shoulders. Breathe in through the nostrils slowly and deeply, expanding the chest from below upwards while bringing the arms back as far as possible

(do not let them drop) Bring the arms straight back to the first position, exhaling fully through the mouth and letting the chest walls collapse—Repeat 6 times

2 Place the back of one hand in the palm of the other behind the back, just above the waist. Drop the chin on the chest, bringing the elbows forwards. Press the elbows back slowly and firmly, at the same time raise the head slowly, inhaling deeply. Repeat 5 times

3 Lie flat on your chest on the floor, hands beside your chest, palms down. Raise the body gradually, keeping it rigid, until it is supported whole length on the points of the toes and palms of the hands. Return slowly to first position. Do this once at first, increasing to 4 times if no fatigue is felt

Diet—The food should be increased in quantity only very gradually if the appetite is poor. Concentrate rather on improving the nourishing qualities of the food than on the quantity. Milk, butter, sugar, and cream should take an important place in the daily menu. If you can take cod liver oil—2 teaspoonfuls twice a day after meals—you will feel the benefit very quickly.

A TYPICAL DAY'S DIET

Breakfast—Porridge or other cereal, with sugar and milk or a little cream. One egg or a rasher of bacon. Toast with plenty of butter and honey or marmalade

11 a.m.—A glass of milk or milk food

Lunch or Supper.—Fish—

herrings, mackerel, salmon or sardines—or an omelet. Salad with oily dressing. Sweetened stewed fruit with cream or custard, or a banana and cream. Wholemeal bread and butter, and cheese if desired

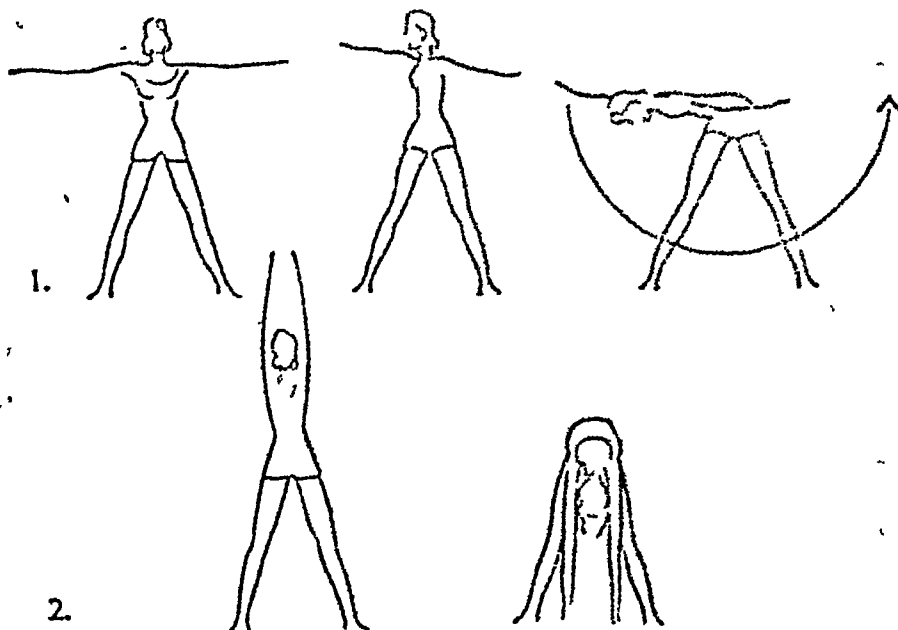
Tea—As desired, with plenty of wholemeal bread and butter, and sweet biscuits and cakes

Dinner—Thick soup. Roast joint, with potatoes and peas; beans or cauliflower with sauce. Milk or steamed pudding or trifle. Savoury, or fruit and nuts

At bed-time.—Cup of cocoa or hot milk, or some dried figs or prunes

Weight, to reduce.—Corpulence is due primarily to the habitual eating of more food than is necessary for the daily activity. To reduce weight, therefore, either the food consumption must be lowered or the activity increased. The modern cure combines both methods. You look better and feel more fit if you do not try to reduce too quickly. A loss of 1 or 2 lb a week over a long period is ideal—improving the general health and fitness throughout, and getting rid of constipation

Exercises.—For women who are beginning to put on weight special exercises are very necessary. Additional outdoor exercise is not sufficient alone, since it often merely tends to increase appetite. Strenuous sports and games should not be undertaken by the very corpulent as they would put too much strain on the heart, but can be led up to gradually when the weight has been reduced by other means.



39 Two exercises which will help to reduce the whole body.

The two following exercises will help to reduce the whole body:

1 Stand erect, feet fairly wide apart, arms outstretched level with the shoulders. Swing the body sideways to a right angle, then bend down. Whilst in that position, reverse the body, come up and go down on the opposite side. Breathe out while going down and in while coming up.

2 Stand erect, feet fairly wide apart, arms outstretched above and slightly behind the head. Now bend, keeping the arms a little behind the head, and try to touch the floor with the finger tips, keeping the knees straight. Repeat these two exercises five times, but take them gradually and without straining if you are much over weight and out of training.

Diet — Two main meals a day

are quite sufficient, and in these you should include as few carbohydrates and fats as possible. That is to say, whenever you can, omit bread, biscuits, puddings, cakes and anything else made with flour and sugar, potatoes and other root vegetables; sauces and thick soups, fat meat, bacon, ham and sausages; oily fish such as salmon, mackerel, sardines, cheese, cream, butter in any quantity, oily dressings and fried foods. Give up sweets and replace sugar in your tea with saccharine, if you prefer sweet tea. The total quantity of the food must be reduced as well as these special fat-forming foods.

The safest foods to eat are green vegetables, except peas, and salads; fruit except bananas; lean meat, eggs in moderation;

white fish, clear soups, and bread made with specially prepared flour, or crisp-breads. If any alcohol is taken, choose only unsweetened wines, but drink plenty of water between meals

A TYPICAL DAY'S DIET

On rising —Tumbler of hot water with juice of $\frac{1}{2}$ lemon

Breakfast —One thin slice of special bread, one small pat of butter, one apple, orange or $\frac{1}{2}$ grapefruit, or a slice of lean ham

Tea with a slice of lemon or a little milk and no sugar, or black coffee, unsweetened

Lunch or Supper. — One soft boiled or poached egg or a piece of cheese or lean meat, with a slice of reducing bread and a small pat of butter Green salad or tomatoes Fruit as allowed

Tea. — Tea with a slice of lemon or a little milk and no sugar An unsweetened biscuit.

Dinner — Clear soup An average helping of white fish, chicken, grilled steak, roast beef, lamb, mutton or veal or a lean cutlet with a large helping of green vegetable Stewed fruit with little sugar, canned fruit, or jelly, junket, or raw fruit Two wholemeal biscuits with a pat of butter Coffee without sugar

On going to bed —The juice of an orange with a little hot water.

Wrinkles, prevention of —A healthy skin, nourished by a healthy body, wrinkles less readily than one which has been ill cared for and which has been devitalised by worry, digestive troubles and insufficient rest A nightly application of good skin

food around the eyes, patted on very gently, lessens the tendency to wrinkling Never *pull* the skin of the face in any direction

Treatment. —In addition to the nightly treatment, an astringent lotion can be used during the day

PASCHKI'S LOTION

Salicylic Acid	45 grains
Brandy	4 oz
Eau-de-Cologne	4 oz
Glycerine	1 oz.

In using this the face should first be washed and the lotion then dabbed on with a soft rag After a short interval dry the face and then powder it

Round the Mouth. —Lines round the mouth can be prevented or treated by the simple exercise of pursing up the lips and blowing for a few minutes at a time two or three times during the day. The upper lip should be massaged and manipulated, but without the use of cream

Wrists, to make supple. —You can make and keep your wrists very supple by practising two exercises which are always used by dancers

1. Holding your arms forward in line with your shoulders, drop your fingers straight down and press the knuckles back firmly until you feel a strain, then raise the fingers straight up and press back, with palms facing outward

2 Again with arms outstretched, circle the wrists first in one direction then in the other, keeping the hands pressed back as far as they will go

SOCIAL ETIQUETTE

AND HAVING PEOPLE IN

TO enjoy entertaining and being entertained—to feel at your best, whether you are playing the rôle of hostess or guest—you must not be set entirely at ease by the inspiring idealism that what you are doing, whether and saying is “just right” for the occasion. Weddings and christenings, “at homes” and dance engagements and present-giving, garden parties, visiting and other festivities will present no problems for you if you follow the simple rules of procedure given in this section. Your well-meant aims will not be overshadowed by anxiety as to whom to tip and how much to give. You will be saved time and worry in writing letters of congratulation and introduction. You will have available for instant reference the answers to all those “emergency” questions which confront every one at some time in the course of the social round.

But probably you are not content merely to be correct when you entertain. Whether you are giving a formal dinner party or simply having a few friends in for tea, you can introduce those little touches that give your parties individuality without making a lot of extra work for yourself or for servants. It is not necessary to be extravagant in either money or labour to entertain successfully. Here are many happy ideas which even the single-handed hostess can adopt without causing undue upheaval in the household.

At Homes.—This kind of gathering, whether large or small, has one central feature—conversation. This means that conversation must not be allowed to languish. The success of an informal “At Home” usually stands or falls by the ability of the hostess to keep her guests circulating. When all have arrived, she should go from group to group and see that old friends have an opportunity to talk to each other, or introduce people of similar tastes, never staying too long with one group.

Dress.—A smart afternoon

dress and no hat is worn by the hostess. If friends are helping you, they should wear their hats, unless actually staying in the house. Other guests do not usually take off their coats unless it is a very small informal gathering or they are wearing heavy fur coats. If it is a rainy day, however, always arrange for a place for wet coats. If you have room to stand it out of the way, a large folding clothes-horse, stained brown, makes an excellent temporary cloakroom, with the aid of plenty of cheap coat-hangers. Guests follow their in-

dividual taste in dress, a smartly tailored suit—not the tweedy variety, of course—a two-piece outfit, or an afternoon dress with fur coat are equally correct. For an after-dinner “At Home,” evening dress is the rule unless otherwise stated in the invitation, so cloakroom accommodation must be arranged for wraps.

Entertainment.—No entertainment is necessary except at large and formal “At Homes,” when professional musical talent is usually engaged. This is generally specified on the invitations. If only a few guests are coming you can arrange bridge tables, or if after dinner, turn the gramophone on for dancing, but there is no need for either if the party is going well without.

Formal evening “At Home.” An awning should be put up, the approach carpeted, and a servant should be in attendance to open car doors or summon cars and taxis. Ladies’ and gentlemen’s cloakrooms must be provided. Guests are sometimes offered tea or coffee when they arrive. Supper is usually served about 11 p.m. The host takes the lady of the highest rank in to supper. The hostess sometimes prefers to wait until the other principal guests have gone in, or she may go in after the host with the gentleman of highest rank present. Other guests are not placed as at dinners, but are expected to form parties and follow.

Hours.—Afternoon “At Home” 4-6, after-dinner “At

Home,” 9-11; formal evening “At Home,” 10 or 10-30 to midnight or later.

New Marrieds’ “At Home.” The hour for your first “At Home” must, of course, be arranged to suit your husband and his friends, and you may prefer a cocktail or after-dinner party to an afternoon one. It is quite permissible to economise expense and trouble by having the “At Home” date and time printed on your wedding announcement cards. All that is needed is the words “At Home,” and the date, with the hour below, and the address below that again.

Your husband receives with you, shaking hands with the guests after you. If it is absolutely necessary for one of you to be busy with refreshments the other may receive alone, but this should not be allowed to happen unless you both know personally every one who is coming. It should be possible to arrange for your best man and bridesmaids to arrive early and help. Remember to have as many of the wedding presents in use as you possibly can.

Very often the bride arranges afternoon “At Homes” for her special women friends. Invitations to these are sent out in her name only, and the bridegroom is not expected to be present.

Refreshments.—An elaborate supper is expected at a formal evening “At Home,” but at afternoon and informal gatherings stand-up refreshments are the rule. Choose food easily managed

while balancing a teacup, such as rolled bread-and-butter, small sandwiches and cakes. Give a choice of China or Indian tea, and provide coffee also if you know any of your guests prefer it. Unless very few are coming, have the serving-tables in one room and receive in another. If you have no maid, arrange for a sister or friend to pour out for you. Any men present will, of course, help to wait but, should your party consist largely of women, settle beforehand with certain friends that they will start to hand round at once. The hostess herself should not wait on her guests unless there is one person whom she specially wishes to honour, she should be quite free to receive and to move about and talk afterwards.

For any really large gathering it is best to put the refreshments into the hands of an experienced firm of caterers, who make a reasonable charge per head, and who provide all cutlery, china, etc., and give expert service.

Bereavement.—When a death takes place in a household the surviving male head of the family, if of age should take responsibility for all arrangements. An undertaker must be seen at once to arrange the funeral, following the deceased's own wishes as to place, etc., if these are known. The registrar must be notified within five days of the death, and a certificate of the cause of the death obtained from the doctor and given to the registrar at this time. An announcement

of the death is usually made in the press.

Condolences.—Letters of condolence are not expected except from relatives or intimate friends. If flowers are sent they should be accompanied by a black-edged card suitably inscribed. Should "no flowers" have been specified it is permissible to send the card only, or a very brief note to the member of the family you know best. All condolences should be acknowledged by letters or printed cards after the funeral, or by a notice in the press.

Funeral.—Details of the funeral are usually announced at the same time as the death. Should you wish relatives only to attend, state "Funeral private." Frequently it is arranged for friends to be present at the church service but relatives only to attend the actual interment. The nearest relatives walk immediately behind the coffin. Should friends be present they must be careful to remain apart from the family. There is now no rule that ladies should not attend, but it is perfectly correct for them to stay away if they prefer to do so. Mourning must be worn by all present. The front blinds of the house usually remain drawn from the time of death until after the funeral. It is correct to provide a light luncheon or tea after the ceremony for those attending, but friends living nearby should not accept this invitation unless in special circumstances.

Mourning.—Deep mourning for long periods is now little observed, and many families,

often at the request of the deceased, symbolise mourning only by a black band on the arm, or omit it altogether. For those who wish to observe it fully these are the rules —

Young children—They should not be put into mourning. It is only necessary to avoid dressing them in bright colours

Widows—Cap and veil should not be worn. If crape is used, it should be as trimming only and worn only for the first few months. Lawn cuffs and collar are correct if desired. Diamonds and pearls may be worn with deep mourning. Full mourning for twenty-one or fifteen months; half-mourning for three. A widow should not visit outside her immediate circle for three months and must not appear at a dance for a year.

For parents or children—Full mourning for six months, half-mourning for six. Festivities must be avoided for six weeks, dances for six months.

For brother or sister—Full mourning for one or two months, half-mourning for one to two months. Three weeks' abstinence from festivities, four or five months' from dances.

For grandparent—Full mourning for two months or three weeks, half-mourning one month or three weeks.

For stepmother—If the step-mother has brought up the stepson or daughter from childhood the mourning period will be as for own mother, otherwise, full mourning for four months, half-mourning for two months.

Note-paper and cards.—Black-edged paper and cards may still be used during the mourning period, but this custom is rapidly dying out.

Birthdays.—On the occasion of a birthday, it is not usual to send birthday cards to other than relatives or close friends. You will find that the choice of birthday cards is limited. It is better to send none than the 'wrong' type, or you can buy a really attractive post-card—one, for instance, published by the various museums and art galleries—and write your own words of greeting on it. Never send a comic card unless you are perfectly certain that the proposed recipient really enjoys such cards. For a small extra expenditure a "Greetings Telegram" may be sent. These are popular with the younger generation, but be careful not to send them to those older people who still have a prejudice against telegrams as bringers of bad news.

Parties.—Except in the case of children, parties should usually be confined to relatives and intimate friends, though a twenty-first birthday celebration may extend to a wider circle. Any type of party is correct, according to time of year, age and inclination. If young friends and older relatives have to be asked together, a theatre-party is one of the easiest ways of coping with the mixture, provided you are tactful in the arrangement of seats. For refreshments and games—See CHILDREN'S PARTIES, etc.

Presents.—Birthday presents

are not usually expected from any one but near relatives or old friends. If you are invited for the first time to a friend's birthday party, and have not previously given her a present, it would be quite correct to take one with you, but it should be something inexpensive. Flowers, sweets, or cigarettes are best. In any case of giving birthday presents for the first time this rule applies. Nothing can be in worse taste than to give expensive presents to people you do not know really well, whatever the respective incomes may be.

If you have gifted fingers, remember that a present of your own making carries a double message of affection. Twenty-first birthday presents are in a special category. They should, if possible, be of an enduring nature. It is often a good idea for two or three friends to club together and give one really good present which they know will be welcome.

Bridge Parties.—One of the most delightful ways of entertaining is to give a bridge party, afternoon or evening, just as you please. If the party is to be a small one you may care to ask your guests to lunch or dinner beforehand, except that you will have to limit the number asked by the size of your dining-table. On the other hand, two or three "tables" make up a nice little party. If you wish to ask a larger number for an evening party, an alternative to the "after-dinner" is to start with a cocktail party

and then serve a buffet supper half-way through the evening.

If a bridge luncheon is your choice, send out formal little notes asking your friends to lunch and stating that it will be followed by bridge. Do the same if you are giving a bridge dinner. If you decide on bridge with refreshments only, tea for the afternoon and coffee and sandwiches for the evening send out "At Home" cards with "Bridge" and the time written in the lower left-hand corner. State how long you wish the party to last—"8.30 p.m. till 12," or "9 to 11.30 p.m." The usual afternoon time is from 3 to 6.30 p.m.

If you have been thinking of playing progressive bridge, remember that this wastes a great deal of time, for naturally the tables don't all finish at once.

If the game is held without lunch or dinner as a prelude, you can serve coffee before starting to play, and accompany it with liqueurs if you please. Many a bridge-party is spoiled by laggard guests, and the lure of coffee and liqueurs may tempt them to leave their own tables earlier. Have the coffee ready fifteen minutes before you wish to start playing, and offer it with crème de menthe, crème de cacao, or any of the other liqueurs that women generally prefer to cognac. Cognac must, however, be in evidence if men are of the party.

It is now the fashion to ask guests to remove their hats before sitting down to bridge, no

matter when it is played, but the up-to-date hostess does not feel it necessary to have them shown to a bedroom to do this, if she can provide an improvised dressing-table below a mirror near the card-room. She provides there a selection of face powders for all complexions, a jar of cotton-wool tufts, a container for the soiled wool, a clothes brush, and a pin-cushion, so that any necessary tidying can be done before the guest is announced. Have plenty of dainty small embroidered hand-towels ready in the bathroom for the use of players.

Preparing the tables.—Put your chairs in place at the tables before the guests arrive. Have four pretty place-cards in position on each table, with scoring blocks and pencils for each player, and two packs of new cards. If you are buying new tables choose ones with wooden slides at each corner with receptacles for copper ash-trays, and copper stands for glasses or cups.

If you haven't this sort of table, then place two ash-trays on each table with cigarettes handy—Egyptian, Turkish and Virginian. You can buy coloured wax vestas in little round checked boxes, which look festive. At opposite corners place decorative bonbonnières filled with chocolates or other sweets which will not make the fingers sticky.

Refreshments.—Some hostesses never serve refreshments during bridge. You can please yourself whether you serve yours half-

time or after the game is over. If you have not had a luncheon-party beforehand it is probably better to break off for tea at about 4.30 p.m., and in the same way to break at half-time for light refreshments when you are giving an "after-dinner" party.

When possible, have refreshments arranged in a different room. It makes a diversion and is a pleasant change to rise and move from one room to another. It also gives players a chance to mix and chat. If you prefer to serve players where they sit, then slip dainty cloths over the tables before passing round refreshments. If you are moving to another room, and the occasion is at all formal, the host should lead the way with his partner, and the hostess follows last of all with hers.

Teas—For teas, serve a variety of dainty cakes, éclairs, and thinly buttered walnut and raisin bread, and offer at the end of the menu tiny canapés of buttered toast spread with caviare, foie gras, and so on. Remember to give guests tea serviettes before providing fare which will damage fingers for cards.

Offer tea à la Russe or à l'Américaine. Have both China and Ceylon or Indian infused, and cream for those who want it. In hot weather provide iced coffee, and have a tall, frosted glass jug of some kind of "cup" to offer. After tea has been served offer ice-cream or fruit and ice-cream. Allow three sandwiches per person, and three small cakes for every two persons.

Rather less than $\frac{1}{2}$ lb. fruit salad is needed per person

Do not stint the beverages, and for evening parties make sure you have plenty of whisky and enough soda to go with it. If you are entertaining Americans arrange to have iced water always to hand during the game.

Prizes—If you wish to offer prizes at larger parties remember that it is much smarter to find something quaint or appropriate to the game than to offer expensive prizes that are inappropriate. Guest towels, tea serviettes or bridge cloths embroidered with the four suits, pencils, matchboxes and ashtrays emblazoned in the same way, or packs of cards, are all attractive and useful, and will be welcomed.

Children's Parties.—Birthday.

—All children like to celebrate their birthdays by parties. If in the winter, provide some table games, such as Ludo or Snakes and Ladders, for use when toys pall. If in the summer, have the swing in good order, and bats and balls handy. Should any of the newly-given toys be fragile, better put these away before the guests arrive.

No matter what surprise characterises the party see that each little guest has some memento to take home. A nice way of doing this is to mark the birthday cake out in slices of the same number as the number of children, placing on each slice some little toy or ornament. The priority of the little host or hostess can be ensured by a

special label or rather larger toy.

Christmas—From 3 till 6 p.m. is the best time, although for older children, and if you are having mainly dancing, from 5 or 6 till 9 p.m. is suitable. For small children, if you are having presents, write the invitations as from Santa Claus on Christmassy note-paper. Otherwise send ordinary invitation cards.

Let your own children welcome the guests as they arrive, and all grown-ups keep in the background as much as possible, unless needed to organise games. Start with dancing or energetic games until tea-time; after tea, introduce quieter games, perhaps a few "nonsense" songs, more dancing, then presents, if any, and "Sir Roger" to finish with.

Entertainment, if provided, should come after tea or supper. Conjuring is the first favourite with boys. If you have a home projector you might show "Mickey Mouse" films, but for most children nowadays the cinema is a weekly routine, and "Punch and Judy" or some other puppet show, has a more "party" feeling. No entertainment should last for more than 15 minutes without a break.

Games—Hunt the Slipper, Hunt the Thimble, Musical Chairs (not Bumps), General Post and Blind Man's Buff are all favourites. Beware of Forfeits, which are agony to sensitive children. Be ready with ideas for drawing games for children who like to be quiet, or provide jigsaws and table games in a corner.

All children love dressing-up,

so prepare for Charades and Dumb-Crambo. Any household with children should have an "acting-box," with old skirts, evening coats, cloaks, scarves, felt hats, feathers, fans, etc.

Make out a rough programme of games beforehand, but do not insist upon it too strictly.

Gifts—A Christmas Tree is always popular, but you can have a "Christmas Pie," or huge cracker or snowball, to hold your gifts if you prefer, or a bran-tub or fishing-tub if the gifts are not individualised. Have plenty of crackers, and hand these out early if the party is lagging, otherwise keep them for after tea.

If you are not giving other presents, have a basket of crackers at the hall-door and as the children say good-bye ask them to take "one for each hand," so that they may have some souvenir to take home.

Easter Hare Hunt—This is a charming German idea. Send your invitations in this way—

*The Easter Hare invites . . .
to a Hunt at 3-6 p.m.
Garden if fine, indoors if wet
Bring a basket!*

Buy plenty of chocolate eggs of one size, done up in tinfoil, at least three for each child invited, also a number of small figures of gnomes, animals or birds, and hide all these—not too carefully!—in the garden or house. Have a large empty basket, with a toy hen fixed to it, in charge of a grown-up.

When the children arrive, tell

them that the Easter Hare has hidden eggs for them to find, and that some of his friends are there too. If they can find the friends they can keep them, but all the eggs must be brought to the Old Hen, who will share them out afterwards, giving prizes to the children who have found most. (The prizes might be chocolate nests with eggs, cabinets of sugar eggs, or large cardboard eggs holding toys.) The grown-ups in charge keep count as the eggs are brought.

All hunting should end at tea-time. Have a few games after tea, and then send the children off, each with an equal number of eggs from the Old Hen's basket. This prevents children who have been slow in finding eggs from feeling "out of it."

Outdoor.—The main necessities for outdoor parties are a swing, and bats and balls. Hide-and-seek, Tom Tiddler's Ground and Rounders are always popular, and clock-golf is often welcomed by quieter children. Try Puss-in-the-corner, Twos-and-Threes, and Statues to make a change, and perhaps some of the old singing games, such as Round the Mulberry Bush or Nuts in May. Be at hand with suggestions, but do not organise too much. Arrange a Treasure Hunt for tiny gifts and packages of home-made sweets, to end the afternoon if you like. Children prefer the ground to chairs, so put out ground-sheets or mackintoshes under rugs for them.

Refreshments.—Don't serve too rich food. Plain cakes and

buns, with coloured icing decorated with glacé cherries or "hundreds and thousands," sponge fingers and chocolate biscuits, bread-and-butter sandwiches, with banana, cress or jam fillings are suitable. For suppers, you can add minced chicken, ham, and pounded fish to sandwich fillings.

Give milky tea, plain milk, and lots of lemonade—with plenty of straws to drink through. Jellies, especially those with fruit inside, are always popular, and ices are the finishing touch of delight.

Christening.—Invitations for a christening should be sent by letter but only to near relatives or very old friends. Godparents ought to accompany the child and parents. Other guests should be given pews near the font. A boy has two godfathers and one godmother; a girl has two godmothers and one godfather.

The chief godmother has the duty of taking the child from the mother or nurse to place on the clergyman's left arm. The father, or the chief godfather, gives the baptismal names, taking care to speak them most distinctly. After the ceremony, the mother or nurse takes the child from the clergyman. Particulars for registration are given by the father to the clergyman in the vestry after the christening. Pure white is the traditional wear for the child. If colour is introduced, it must be blue for a boy, pink for a girl.

Fees.—There is usually no christening fee, but the parents may like to give a donation to

some parish charity. The vergers and any attendants at the church expect small gratuities, and if you have a nurse she should receive a money present from the godparents, usually from 5s to £1.

Parties.—If the christening is a morning ceremony, ask those present to lunch, and treat the clergyman, if he comes, as guest of honour. The christening-cake should be the centre-piece of the table, and be cut by the mother at dessert. The child's health should be drunk in champagne, though other wines or temperance beverages may of course be substituted if desired.

If the christening is an afternoon ceremony, hold a Christening Tea. It is perfectly correct to ask guests to this only, or to the service as well. Invitations to the tea only may be sent on ordinary "At Home" cards, with some indication of the special nature of the party written in.

The procedure is the same as at an ordinary "At Home," except for some ceremony over the cake-cutting. If the grandmothers are present, give them some share in the arrangements, either in looking after baby or helping with the tea.

There is no reason why baby should be present for the whole time, provided that each guest has an opportunity to see the monarch of the day. Ask your guests for a little earlier than the usual hour, if you like, and let the arrival of tea later on be the signal for baby's departure. Another brief appearance, "to say good-bye," could be made

towards the end of the afternoon if desired

Presents.—There used to be a charming symbolic custom in the North of England by which a baby under a month old was taken to visit the houses of friends to bring luck, when each householder in turn presented an egg for the fullness of life, a piece of silver for the richness of life, a piece of sugar for the sweetness of life, and a piece of coal for the warmth of life

Most friends like to make some little present to a baby, but only godparents are expected to offer more than, say, some small hand-made addition to the wardrobe. Godparents' traditional presents are silver mugs, spoons or forks, or perhaps a piece of jewellery for a girl baby. The presents should be of lasting value if possible, and if money is short it is quite permissible for the three godparents to club together and give one present. Occasionally a godmother will give the christening robe, but this is more often the privilege of one of the grandmothers.

Christmas Parties.—Do not be content to serve the same Christmas dinner and tea and have the same kind of entertainment year in and year out. Retain as far as possible all the traditional good cheer, but at the same time introduce novel touches, not only in the fare and amusements but in dainty, original table decorations, so as to make the food and drink festive-looking.

Entertainment.—Everything

should be traditional on Christmas Eve or Christmas Day. If you wish for a quiet evening, arrange to have carol singing or ghost stories told round the fire by candlelight. If you are having cards, you should play some of the old-fashioned games for a large number of players rather than arrange serious-minded bridge. If you are having dancing start with Paul Jones, then include the polka, barn-dance, and the veleta in the programme.

Gifts.—Suspend a giant cracker of crinkled paper from the ceiling, with a ribbon falling to within arm's length from each end. When these ribbons are pulled the gifts come tumbling out. Children love this method, but, of course, you must have no breakable gifts.

Place-cards.—Allow a posy of flowers, a red rose, or a sprig of mistletoe for each lady, with her name on a tiny green leaf attached to the flowers. Give each man a buttonhole—a scarlet carnation preferably, with a name attached.

Table decorations.—If you have an electric light hanging above the centre of your table, why not give it a Christmas bell as a shade? It can be made with wire over the framework of a cheap shade, or a wire one bought and adapted, lined with silver paper, and covered with cotton-wool sprinkled with frost. Decorate with sprigs of berried holly and mistletoe, either artificial or natural.

Have in the centre of the table a large dull green bowl of floating

Christmas roses, and round it, if on an oval or round table, red candles in sticks hidden in berried holly or mistletoe. If the table is oblong arrange the candles in a row from the centre to the ends.

Place a dish of Christmas bonbons beside each place, and connect each dish with the bell by a gold or silver tinsel ribbon. Decorate your silver fruit basket with grape leaves and a great tinsel bow.

If you have no pretty little dishes to put the sweets in, you must buy some fancy bonbon-cases—silver or gilt baskets or scarlet paper flower-cases like lilies or poppies or roses, made with deep hearts so that you can fit the paper-case for sweets inside.

Cocktail Party.—When you wish to give a cocktail party, you have the choice between morning and afternoon. Some hostesses specialise in Sunday morning cocktail parties, starting about 11.30 and ending at 1 o'clock, but most prefer the late afternoon, asking guests for 5.30 p.m.

If your home is not fitted with one of the modern cocktail bars, either mix and shake the drinks yourself at the sideboard or a side-table, or have them prepared and brought in as required. It is more informal to prepare them in the room for your guests as they arrive. Arrange the snacks you are offering either on a buffet or on odd tables, within the reach of all.

Equipment.—Cocktail-shaker, with separate compartment for ice when possible, cherry-sticks;

cocktail glasses; tray; ice; miniature serviettes, lemon-squeezer. **Ingredients.**—French and Italian vermouth; variety of bitters, dry gin; whisky; liqueurs; olives, maraschino cherries, oranges, lemons, etc.

Mixing.—Measure out ingredients required into shaker. Add ice, shake well, and pour into glasses when mixture is properly iced. If wanted sweet, stab maraschino cherries with a cherry-stick and place one in glass, if wanted dry, substitute an olive, stuffed olive, or pearl onion for cherry.

Snacks.—Offer dishes of olives, stuffed with pimento, salted almonds, and Saratoga chips. If you wish for something more elaborate, offer little croûtes of thinly buttered toast spread with caviare; wafers of smoked salmon sprinkled with lemon juice or minced onion; puff cracknels stuffed with a prawn soaked in mayonnaise, tiny cheese biscuits spread with foie gras and garnished with chopped truffle; miniature sandwiches filled with home-made bloater cream, little hot sausage rolls, unsweetened ice wafers, thinly buttered, sprinkled with grated cheese and crisped under the grill, or tiny hot grilled sausages, each spiked on a toothpick. Arrange all on dainty plates covered with lace paper d'oyleys.

Conversation.—The art of conversation is to know how to listen. All other gifts are, as it were, the icing on the cake. If you really wish to please in conversation, learn to make others

talk, study your friends' tastes, and take a genuine interest in them. You will find it need not be at all boring to listen to "shop," provided it does not become too technical.

If you find yourself out of your depth, never be afraid of asking for an explanation in simpler terms. This is flattering to the speaker and wise from your point of view, since it may save you from some foolish remark caused by misunderstanding. But beware of the childish or "helpless woman" pose, which can be intensely irritating.

If there are several persons in the company try to keep the conversation general. Turn with a question to any one who seems to be left out, and if this is not successful change the subject of conversation as soon as possible without appearing obvious. Some people are naturally silent. If you know or guess at this do not embarrass them by trying to make them talk at length, but do not leave them out of the conversation. Turn to them to join in a laugh, or in agreement on some point, and be ready to bring them into the discussion if they seem to wish it.

Subjects.—If you have to start or lead the conversation yourself you will need to keep up with the topics of the day, and here the wireless talks are useful, as it is often easier to find time to listen—while you sew, for instance—than to sit down to solid reading. To start a discussion of the wireless programmes themselves is often a

good way of ascertaining other people's views and tastes. Better keep conversation away from politics as much as possible, especially if you yourself hold strong views, since argument is not conversation, and embittered assertion is not even argument—and both are liable to follow politics into your room.

If you are talking about matters of taste—books, plays, films, music—be careful not to take a superior tone nor to parade your knowledge. Remember also that the opposite attitude, the "Oh, of course I don't know anything about these things," or "Oh, well, you *clever* people" tone, also verges upon discourtesy. Try to find some common meeting-ground—Mickey Mouse, detective stories, dance music perhaps. A mutual dislike, of course, will do as well as a mutual liking.

Voice.—Never allow yourself to be ashamed of a local accent. A touch of one may give character and charm to a voice—but that voice must be pleasant to start with. "Her voice was ever soft, gentle and low, an excellent thing in woman." Here Shakespeare tells us the essentials, and people to-day who had wise parents may thank them for refusing to listen to squeaked, whined or shouted requests. It is so easy to get into ugly habits of speaking while young, and so difficult to train oneself out of them later.

Do not smile too much while speaking, it makes the words less distinct and the tone flat.

Try neither to drawl nor to rush your words, and keep the pitch of your voice as low as you can without affectation

Dances.—Private —When arranging a dance be careful not to over-crowd the floor. If you are hiring rooms for the dance, place all arrangements in the hands of experts

Dress—Full evening dress except for very informal occasions; or for Flannel Dances in the summer, when the men should wear flannels and the ladies summery frocks or very simple evening dresses

Etiquette—Dance programmes are not essential, although sometimes provided. They should be handed to the guests on entering the dance-room. The host must lead the way to supper with the lady of highest rank. Other rules of precedence are usually in abeyance. Guests simply form their own parties

At small dances, host and hostess are responsible for introductions, and must see that their guests do not lack partners. It is not correct to refuse to dance unless already engaged, but if, for any reason, you do so, you must never accept another partner for that same dance. Should you find that your partner dances badly, never allow yourself to comment on this fact by grimace or gesture to your friends. It is now permissible to dance as often as you wish with one partner, but at a small dance it is better manners to divide your attentions

Floor.—If you cannot provide

a good dance-floor do not give your dance at home. Parquet flooring may need levelling as well as extra polish, if any blocks are displaced. Well-laid linoleum makes a passable floor. An ordinary wood floor, if uneven, should be planed before polishing.

Hours—From 9.30, 10, or 10.30 p.m. to any hour up till 4 a.m., as you please. Saturday night dances are usually Cinderellas, ending at midnight.

Music—If you cannot afford a good dance band, use new records on a good gramophone, keeping the intervals between records short, or turn the wireless on for a good dance orchestra.

Reception—Receive your guests, who have previously been shown to the cloakrooms to leave their wraps, at the top of the stairs or at the door of the dance-room. Shake hands with each.

Refreshments—For a large dance, have light refreshments available throughout, in addition to supper, and in separate rooms. It is best to put the arrangements into the hands of a firm of caterers. If arranging the supper yourself, have all food ready in individual portions, and taken round on dinner-wagons to guests when seated. The first course might be on the tables before they come in.

Rooms required—The largest room should be set aside for the dancing. It is best to have the door taken off. Rooms are required as lounges, with plenty of easy-chairs. The hall and landings may be utilised if suitable. It is usual to hire palms to set

about between the groups of chairs. A supper-room, and room for light refreshments, a card-room, if you expect many elderly people, and two cloak-rooms, with a maid to assist the ladies, are also necessary. Arrange all equipment needed for any possible dress repairs, also various shades of powder and a jar of cotton-wool on the dressing-table. When catering for a large number, remember that cloak-room tickets save time on departure. Arrange a good colour-scheme for your dance-room, carried out in flowers and light shades.

Private subscription dances. These are usually arranged by a group of ladies who sell tickets among their own circle of friends. As there is no question of profit to the organisers, these dances afford opportunities of enjoyment at reasonable cost. A hall with good floor and a good band should be hired, and refreshments arranged with caterers. Good organisation is always necessary for success.

Public dances—For any dance for which tickets are sold, you should make up a party if you wish to have a really enjoyable time. Certainly never go partnerless.

Dinner-Party.—Dinners may be either formal or intimate. The following notes apply mainly to the formal variety.

Dress.—This should be severe rather than fluffy. "Fuss and frills" are out of place at dinners.

Etiquette.—Guests take off their wraps before being an-

nounced. Husband and wife are announced together, the lady entering the room first. Host and hostess shake hands with each guest.

When dinner is announced, the host gives his right arm to the lady of highest rank. A bride always has precedence and a married lady over a single if of equal rank. If there is a marked difference in years, the senior ranks first. (For informal dinners, go in as for Luncheon Parties.¹) Host and partner lead the way. The hostess has previously introduced other partners, who follow in order of precedence, she herself coming last, with the gentleman of highest rank. Husbands and wives should not partner one another.

The host should sit at the bottom of the table, his partner on his right. He remains standing until all guests are seated.

At very large dinners a seating plan should be shown in the reception-room, otherwise the host motions the guests to their places. Name-cards are used for big dinners. The hostess takes the top of the table, her partner on her left. Other places have now no special significance. Place the guests as you think best, with regard to similarity of tastes, etc. Each lady should sit on her partner's right. Gentlemen must talk to the ladies on their left also, whether they have been introduced or not.

When dinner is over, the hostess bows to the host's partner, who rises. The gentleman near-

¹ See page 200

est the door opens it, and the ladies leave in the same order as they entered, the hostess last. The gentlemen all stand, and pull their partners' chairs back as they rise.

Coffee is served to the ladies in the drawing-room and to the gentlemen in the dining-room, except at small parties, when the gentlemen sometimes join the ladies for coffee. Should they not do so, they remain at table for about 15 to 25 minutes.

Service—*Hints to the maid*

1 Before announcing dinner, have the first course on the table, if cold, on the sidetable if hot, and pull back the chair of the chief guest. Leave the dining-room door open, and shut it when every one has entered.

2 *All service should be from the left side, except wine, coffee and liqueurs.*

3 Stand to the left of the carver, with vegetable dish in your left hand ready to hand immediately after the meat, to each diner. (If there are two maids, the second should follow with vegetables.) When carrying clean plates round, take several at a time, to avoid frequent journeys to the side-table.

4 Start your service with the lady on the host's right, and serve each guest *in turn*, moving to the right. Do not serve the ladies first.

5 When serving wine, pour first a very little into the host's glass. This custom dates from the time when the host drank first to assure his guests that they need not fear poison! It has now the practical use of assuring

the host that the wine is not corked. Go round to the left, naming the wine as you offer it to each guest in turn. *Wine must always go round with the sun.* Return last to the host and fill up his glass.

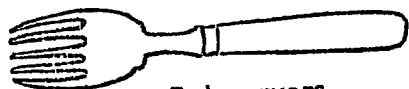
6 Leave the room as soon as you have served dessert and do not return to serve coffee until the ladies have left. Their coffee should be served first.

Carving hints.—Good carving means no waste. The portions must be sightly and palatable. Use well-tempered, well-sharpened knives, and hold your knife firmly and at one angle, making direct and decisive cuts.

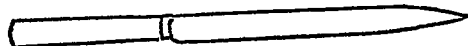
Fish—Use a scimitar-shaped silver or plated blade, and broad short-tined fork. The middle of fish is the choicest. Carve thick fish in thick slices down to the bone, do not break the flakes. With salmon, serve a little of the thick and a little of the thin to each person, the flap is the choicest part. Serve upper side of sole, plaice, etc., before removing backbone.

Birds.—A stiff, pointed, long-handled knife and long-handled fork, and a pair of game scissors are required. Remove the leg and wing nearest you, then cut long, thin slices from the breast. Insert the fork in the breastbone of chicken. Serve stuffing or garnishing with each portion.

Joints—A stiff-bladed knife should be used for sirloins and a long, supple knife for brisket and round. Cut all meats against the grain, except saddle of mutton, which must be cut,



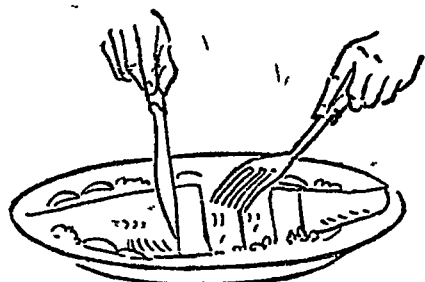
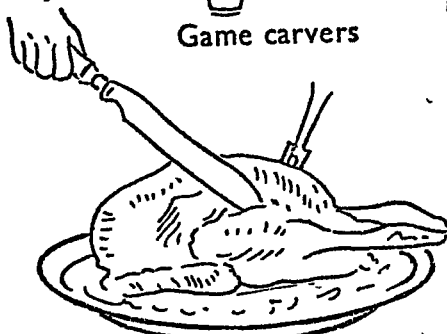
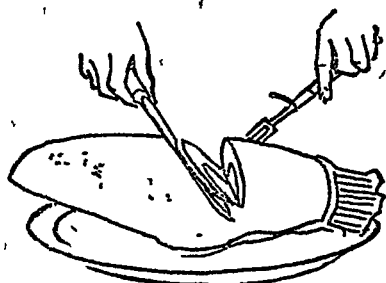
Fish carvers



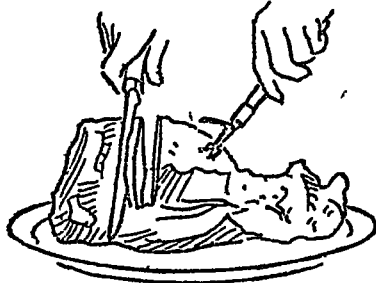
Meat carvers

Game
scissors

Game carvers

Carve thick fish in
thick slicesFirst remove leg and
wing of birds

Slice ham slantwise



Cut sirloin from thickest part

40 Good carving needs sharp knives and means no waste, besides providing portions inviting to the most fickle appetite. When carving poultry always try to serve a little white meat with the dark

parallel to backbone Slice rolled roast horizontally across joint (take care that guard of fork is up) Cut crown roast between ribs Cut undercut of sirloin from thickest part Best eaten hot—undercut of sirloin, underside of shoulder, knuckle end of gigot

Ham—Cut slanting slices from shank towards thick end, as this wastes least The choice cuts are in the centre of the ham

Wines.—It is perfectly correct to serve first sherry, and then one wine only throughout the meal, usually a Sauterne, Graves, Chablis, Moselle, or Hock, the first two probably being the safest choice If you are serving game, choose a Claret or Burgundy, but do not start serving it until after the fish Here is a table of wines suitable for the various courses at a formal meal:—

TABLE OF WINES

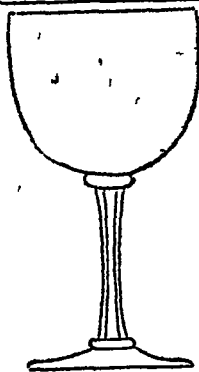
Ice-d melon	Dry Madeira.
Hors d'Œuvres	Dry, pale sherry or fine old medium dry Madeira
Soup	Sherry but only if soup is clear, or cream of chicken, corn or mushroom
Pâté de foie gras	Dry Madeira or sherry
Smoked salmon	Medium dry Graves or Hock.
Oysters	Chablis, young dry Champagne; dry Graves or Moselle.
Egg dishes	Dry white Burgundy
Fish	Chablis; Graves; Hock, Moselle; Champagne
Entrées	Claret or red Rhone wine
Joint or bird	Claret or Burgundy
Sweets	Sauterne, Château Yquem; Forster Jesuitengarten, any other sweet wine; Champagne The two first are suitable also with dessert
Cheese or fruit	Port Brown Sherry, Choice old Madeira.

Choose your wines according to weather—Champagne on a hot night, and Claret or Burgundy on a cold, when both are equally suitable for the menu and the occasion.

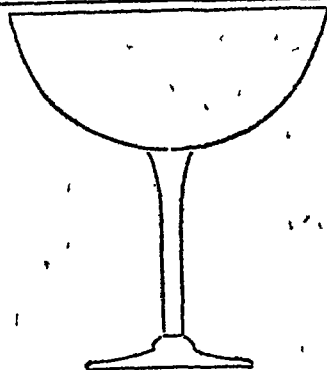
Temperature.—Serve white wine chilled and red still wines at room temperature, standing for twenty-four hours in the dining-room or at least three hours before wanted. Never put in wire-glasses.

Emergency Entertaining.—

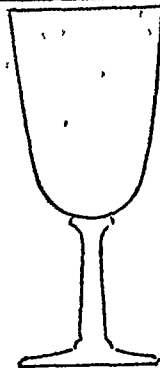
Some hostesses make no end of a fuss when the Man of the House brings a friend home unexpectedly to supper. Now there is something very wrong if a hostess cannot provide a meal at any and every time It is a slur on her powers as a caterer and reputation as a hostess not to be able to prepare and serve such emergency meals Have a well-stocked



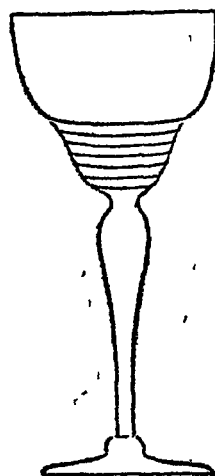
Port



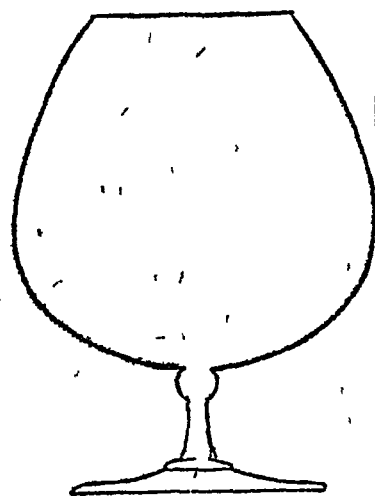
Champagne



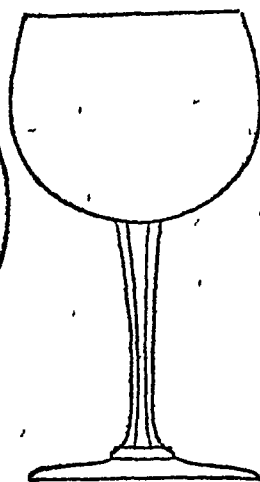
Sherry



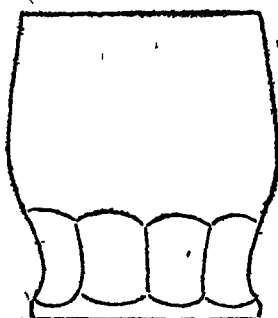
Hock



Brandy



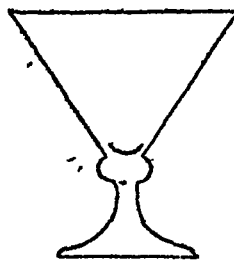
Claret or
Burgundy



Tumbler



Liqueur



Cocktail

41 Tradition has formed the characteristic shapes of wine-glasses. The ballon glass is so shaped that the brandy's bouquet can be fully savoured

emergency shelf in your store-cupboard, and near it suspend a tin-opener, sardine tin-openers, contrivances for opening cider and lemonade bottles, corkscrew, and a pair of scissors.

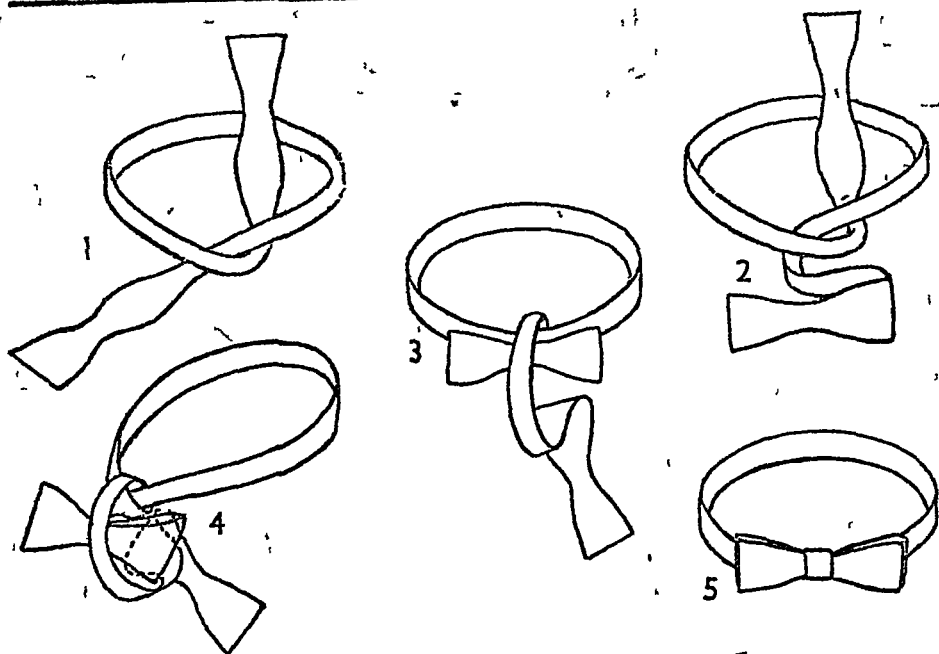
The shelf itself should carry relishes like olives, plain and stuffed, pickles, sweet and sour, gherkins, tomato catsup, chili sauce, prepared mustard, small bottles of mushroom and Worcestershire sauce, all the vinegars, olive oil, mayonnaise, pimentoes, capers, and a jar of ginger. Keep also a good selection of tinned or bottled soup, vegetables, meat extracts, bouillon cubes, and fish and meat packed in glass or tins, such as anchovies, tunny fish, lobster, prawns, sardines, salmon, corned beef, ox tongue, tins of baked beans, and fish and meat pastes in glass pots.

To complete the contents of your emergency shelf add a selection of tinned fruits, fruit salad, jams, marmalades, fruit syrups for drinks, condensed milk, evaporated cream and milk, marshmallow cream, prepared cocoa and coffee, tins of cheese biscuits and sweet biscuits, a bottle of grated Parmesan, and a tin of cheese fingers that only need to be made piping hot in the oven to give you an appetising savoury. Remember always that whatever you take for use from this shelf must be replaced *at once* from your next grocery order.

Engagements.—When an engagement is about to be announced, the first duty of the young man is to purchase a

suitable ring for his fiancée. The second is to call upon her people to ask for their formal consent. After this, if the two families are not already acquainted, his relations must call at once upon his fiancée's father and mother. Such calls should be returned promptly. If the families live in different towns, letters must be exchanged in place of calls. These rules hold good also for an engagement which is not being publicly announced, except that the purchase of the ring will be left until a later date. It is not necessary to make an announcement in the press unless you specially wish to do so.

Visiting the families.—If the families live some distance apart, the parents of the prospective bridegroom will invite his fiancée for a short visit. This is a trying time for an engaged girl, who feels that she is being criticised and weighed in the balance, and she will need to exercise tact to be the success she desires. She will remember always that the son's marriage must cause a break in the family, of which she is the cause, and she will take care not to make a display of her power. She will not insist on having all her fiancée's attention. She will be ready to talk to his parents when she would rather be alone with him, and she will see that he does not neglect his usual attentions to them for her society. Her reward for a little self-sacrifice will be the knowledge that when she has left, her



42 *How to Tie a Dress Tie*—1 Put wearer's right end over and under left, and pull tight to collar 2 Double left end into bow 3 Bring right end down over bow 4 Double back right end behind bow and through, holding the tie tight round the collar 5 Pull tight

fiancé will hear only pleasant comments on his choice

Should the engaged couple have met while both working away from home, the young man will be asked to stay with his fiancée's people, and the above remarks then apply with equal force to his conduct during his visit

There is now no question of chaperonage during an engagement. Engaged couples may even spend their holidays together, apart from their families, though they should do so as members of a party of friends

It is in the worst of taste to indulge in any demonstrations of affection in public, or to monopolise each other's attention at dances or parties

If the engagement ends—If an engagement is broken off, all letters should be returned immediately. If either party prefers to burn the letters rather than return them this is permissible, but in that case a note must be sent with the presents to explain what has been done

Evening Dress.—Don't wear elaborate evening dress except upon formal occasions. Choose a simple dress for informal dinners and parties. Should the invitation specify "Not evening dress," wear your smartest afternoon frock or a very plain semi-evening dress with sleeves

For men—Men should wear full evening dress with tail-coat, white waistcoat and tie on formal

occasions, and on all occasions when ladies are present in the party unless asked not to do so. For more informal purposes a dinner-jacket, black waistcoat and tie is correct. "Black tie or white tie?" is a common question, especially when invited to private parties. If evening dress is not to be worn this is usually stated on the invitation. If it is not, *always inquire* if you are at all doubtful.

Garden Party.—During the summer months people with large gardens usually prefer to invite friends to Garden Parties rather than to indoor "At Homes." However, in the changeable English climate, it is well to arrange something so that the party may be easily transferred to the house if necessary. As it is irritating to provide for guests who do not arrive, send out a definite "Fine or Wet" invitation, specifying, for instance, tennis or bridge. This, of course, should only be done for the smaller, more informal type of party. When asked to any Garden Party, guests are expected to turn up unless rain has settled in steadily and heavily for the day. Merely uncertain weather is no excuse for absence.

For a small party, it is only necessary to provide tennis. Serve tea indoors, but have some small tables and chairs in the garden near the house, so that guests can take their tea outside if they like. Serve ices during breaks in the game, also iced lemonade and "cups" of various sorts. In

the strawberry season be sure to offer strawberries and cream.

Have guests shown direct into the garden, where the hostess always receives unless the weather is wet. Word invitations to a garden party so that they include any visitors staying with your friends. Tennis wear is correct for informal garden parties if the game has been specified on the invitation, and you intend to play. If not, the lightest of summer wear should be worn by every one. The hostess usually wears a hat.

If you have children at home, and are asking any guests to bring theirs, remember to provide special amusements for them, such as a swing, a space where they can play rounders or such without getting in the grown-ups' way, or clock-golf, with little prizes offered, and see that some member of the household is in special charge. Children must be remembered, too, in the refreshments. It is best to arrange a sit-down tea for them in a separate room.

Guest-Room.—See that the room is quite ready and free from your own personal oddments before your guests arrive, with windows and blinds working properly. The fire should also be in order—or ready laid, if it is an open fire. Put matches on the mantelpiece if needed for the fire, and a vase of flowers on the dressing-table. Have hot water also ready when your visitors arrive, if "hot and cold" are not installed, and light the fire some time before, if it is a cold day.

Furnishing.—Have twin beds (preferably), or a double bed, with box-springs and good mattresses. Make sure there are enough blankets, and leave a travelling-rug on the couch. Allow an extra-pillow to tuck in when reading in bed.

The room should also contain a large wardrobe, fitted for both feminine and masculine apparel, a coat and trousers rack, a shoe rest, a dressing-table with drawers for lingerie, handkerchiefs, etc., and a dressing-table stool, a writing-table and chair, a bedside-table large enough to take the early-morning tea-tray, a bed-table if wanted for breakfast in bed, a fireside chair, and some kind of couch.

If you have not a fitted wash-basin, you must have a washstand with a mirror over it, placed in a good light for making-up or shaving. Arrange rugs on each side of the bed or beds, unless you have an all-over carpet, and place a mat in front of washstand. Never have a clock which ticks noisily.

Accessories—Store a few oddments in a drawer for a guest unexpectedly staying the night—or a forgetful packer—such as eau-de-Cologne, smelling-salts, talcum powder, orange sticks, a nail-file, work-basket with mending-silks and wools, needles, scissors, bodkin, a first-aid box containing aspirin, throat lozenges, lint, sticking-plaster, iodine pencil, lotion for stings, etc., a miniature corkscrew for perfume bottles, a button-hook, and a small clothesbrush.

Bedside-table.—Arrange on it a fancy box of biscuits or a tiny box of chocolate croquettes, and place some fresh fruit and a carafe of water on the table when making down bed.

Book-shelf—Provide a few new novels, and a volume of essays, or one of the many good anthologies of prose and verse. Do not leave the same books on the shelf year in and year out. Try to provide books to suit each guest's tastes.

Dressing-table—Give the dressing-table a fat pin-cushion well stocked with safety and other pins in varying sizes, a small waste-paper basket nearby for soiled cotton-wool, lined with a white paper-bag for convenience of emptying.

Washstand—Fix a hook for a strop somewhere near for male guests with old-fashioned tastes. Provide a container that will take dentures at night. If you do not wish this to be too obvious, leave a cheap glass powder-bowl empty on the washstand or shelf for the purpose. Make sure you have supplied a bath-sheet, and put out enough towels and a fresh cake of mildly-perfumed soap.

Writing-table—Give the writing-table a clean blotting-pad, a supply of note-paper and envelopes—including a few large and some foolscap size, some post-cards, telegraph forms, and labels, gummed and tie-on, a pen-holder, box of assorted nibs, a sharp pencil, penknife, paper-knife, scissors, ball of string, bottle of fountain-pen ink, as well as a filled inkpot. Provide

also a large waste-paper basket, cigarettes, matches, and an ash-tray, and one or two of the latest magazines

Lighting—See that the lighting at the bed is adequate for reading in comfort and that the writing-table is also well lit. Good lights for dressing-table and washstand are equally essential. If the bed or beds face the window make sure that you have either dark blinds or curtains to preserve sensitive eyes

In a word, furnish your guest-room so that your guest or guests are at home from home.

Housewarming.—This can be given either in the afternoon or evening. If you wish to invite a large number of people to a small house, why not arrange a party on the lines of an ordinary afternoon "At Home" for the older people, and a gayer party in the evening for the younger folks? Both need not, of course, be held on the same day

Traditionally, an evening housewarming party includes games, music or dancing, but if you and your guests prefer a quiet evening of talk round the fire there is no hard and fast rule in the matter. Provide either a sit-down supper or buffet refreshments, just as you like. Either is correct. Make it a cocktail party, if you prefer. The main thing is that the guests shall have the opportunity of seeing the new house, and the garden too, if you have one and it is still daylight. A charming idea for a summer evening party would be to show the guests direct into the

garden, the hostess receiving them there, and let all wander about and chat until called into the house for supper. Follow with games or dancing, or both

Introductions.—By letter—Do not offer letters of introduction too freely and never give social ones unless you are very well acquainted with the people concerned. Should you feel uncertain whether the introduction which has been asked for, or which you think would be a kindness, will be welcome, write first to your friend asking if it may be given. Leave a letter of introduction unsealed. The person concerned will seal it before delivering it. The bearer of a social introduction should either post it, or leave it at the house, with her card. In the latter case she should not ask to see the hostess at that time.

Should such a letter be sent to you it must never be ignored or put aside. If it is impossible, for any reason, to call or send an invitation at once, a polite note of regret must be written, explaining the circumstances. On the other hand, do not be too friendly at first, as it might then be difficult to withdraw from the acquaintanceship later should you wish to do so. In the case of a visitor making a short stay in the neighbourhood, this does not apply. Better make your first invitation one to tea, asking one or two friends as well, or to an "At Home," or a cocktail party, rather than to dinner. Business introductions should be

delivered and acknowledged without delay

Verbal introductions.—Introduce 1 A gentleman to a lady, whatever their respective ranks, 2. A lady or gentleman of lower rank to one of higher rank, 3. An unmarried lady to a married, unless the former is of higher rank, 4 A younger lady or gentleman to an elder if of equal rank. The person being introduced is always named first, the correct form being "May I introduce Mr A —Miss B"

It is correct to name any relationship to yourself when introducing, and it is always useful to add some words of description, as "who has just joined the staff of the High School," and so on. You will find that Americans almost always add the name of a person's home town, but this custom is not likely to be adopted over here

On introduction, both should bow and say "How do you do," but not shake hands unless the person of higher rank or the elder offers her hand as a sign of favour. Ladies may remain seated when gentlemen are introduced, except in the case of their host, or of some one of higher rank than themselves

At large dinner-parties the gentleman should be introduced to his partner, and ladies to each other in the drawing-room afterwards. Gentlemen remaining at table talk to each other without introduction, though a good host will see that guests with interests in common are informed of these. When there are few guests intro-

ductions will have been made before the meal. At large gatherings the hostess decides what introductions to make

Should a gentleman be introduced at a garden-party or "At Home" in order that he may wait on a lady, this need not mean more than a bowing acquaintance afterwards. At dances introductions may be made by stewards at their discretion

Always speak names very distinctly when making introductions If a name is difficult, find an opportunity to speak it again shortly afterwards

Invitations.—Be careful to differentiate between formal occasions (large "At Homes," Dances, Dinners, Garden Parties) when the invitation must be in the form of a printed card in the third person, and informal occasions (teas, lunches, family dinners) when you should invite by letter, or even verbally. One invitation-card includes husband, wife and daughters, but sons should be invited separately

"At Homes"—A fortnight's notice is necessary for large "At Homes." For small "At Homes" give a week's. Send the invitation in the hostess's name only, on "At Home" cards, printed, with the name in the centre, the address in the bottom right-hand corner, with day, date and time under the name, and any entertainment arranged noted in the bottom left-hand corner. If an answer is expected—not usually the case with "At Homes"—the letters R.S.V.P. should appear on

the card by the address. Write the name of the person invited in ink in the top left-hand corner.

Bridge parties.—Give a fortnight's notice. An "At Home" card specifying "Bridge" in bottom left-hand corner is usually sent.

Cocktail parties.—Give a week's to ten days' notice. Invitations are usually sent on "At Home" cards, or informally by brief notes, or verbally.

Dances—Give a fortnight's notice, or three weeks' if you are arranging it at a busy time socially. Invitations should be written on ordinary "At Home" cards with "Dancing" printed on the bottom left-hand corner.

Dinners—Give a fortnight's to three weeks' notice. Write in the names of both host and hostess. Printed cards are permissible only for a very large dinner. Arrange the invitation like this—

*Mr and Mrs. A request
the pleasure of the company of
Mr and Mrs. B.*

*at
Dinner,
on (Day), (Date),
at (Hour)*

For an ordinary dinner-party write a personal note or telephone. Invite for fifteen minutes before the actual dinner-hour, to allow for apertifs, or for possible delay on the way.

Garden parties—Give from ten days' to three weeks' notice, the latter for a large party. Send invitations on ordinary "At Home" cards, specifying any

form of entertainment. The words "and party" are usually added after the name of the person invited.

Luncheons.—Give a week's notice except for a formal occasion, for which a fortnight's or three weeks' is necessary. Invite by note or verbally. Ask for fifteen minutes before the actual hour, as with dinners.

Teas.—Give ten days' notice for tea parties. You can invite either by note or verbally.

Tennis.—Give anything from a fortnight's notice to a few hours', according to the type of party. For a large party invite on "At Home" cards with "Tennis" printed on bottom left-hand corner, otherwise by note or verbally.

Weddings.—Send invitations three weeks before, either printed on ordinary notepaper or in silver on cards with envelopes to match. Arrange the invitation as follows:—

*Mr and Mrs. A request
the pleasure of the company of
Mr. and Mrs. B.*

*at
the marriage of their daughter
M with Mr C D,
on (Day), (Date),
at (Church),
and afterwards at (Address).*

R S V P.

Acceptances and refusals.—Always answer invitations at once. Formal invitations should be answered in the third person. The only exception to this is in answering an invitation for the family, where some are accept-

ing and some refusing. In this case explain the circumstances, by letter.

"Dear Mrs A,

I much regret that I am unable to accept your invitation for . . . owing to . . . My daughter . . . however, is very pleased to accept . . .

Never go into long details when refusing an invitation. It is usually better to give the reason when writing in the third person —

'Mrs B regrets that owing to . . . she is unable to accept Mrs. A's kind invitation for (Date)'

Informal invitations must be answered in the first person.

By telephone.—In these days it is permissible to give invitations to informal affairs by telephone. If you do this, you must speak to your guest personally and you should make a point of phrasing your invitation so that a refusal can be given gracefully. Be sure to ring up at least a week ahead of the party. Many people resent a last-minute invitation as impolite, apart from its inconvenience.

Letter-Writing.—If the address is not printed or embossed, write it clearly and in full at the top right-hand corner of your paper, and *always put the date in full* under it. Take great care to write people's names correctly, noting use of hyphens or unusual spelling. Your note-paper and envelopes should match, and be of good quality and quiet colour. Use black or blue-black ink. Do

not dodge from page to page, but write straight forward, as in a book.

Addressing the envelope.—

When addressing, write in the middle of the envelope and place the stamp exactly in the top right-hand corner. Always give postal district and number when writing to London. Give county, unless the letter is to a county town—Norwich does not need Norfolk added, nor Warwick, Warwickshire—or to a large provincial town. Some of these now have district numbers, which should be given. It is usual in these days to accord every man the title of *Esquire*. It is generally abbreviated to *Esq.* and comes *after* the surname, but *before* any letters to which the addressee may be entitled. It is considered best to use a man's full Christian name, or two or more initials, with his surname. Do not use one initial alone. If a man has a title as *Sir*, *The Honourable*, *The Right Honourable*, or *The Reverend*, put it on the envelope before his Christian name and omit the *Esq.* at the end. One or more of a man's Christian names must be used with his title.

If a lady has a title, omit the *Mrs* or *Miss* and use the appropriate title with her Christian name, followed by her surname. When writing to a married untitled woman prefix *Mrs* to her husband's Christian name and surname. It is incorrect to use her Christian name.

Style.—Try to be neither stilted nor slangy. Do not write

"don't, can't, etc.," except to intimate friends. Avoid "alright" and "onto" at all times; both are illiterate. Try not to start with "I." Enquiries after health, etc., should come at the end, unless they are the sole reason of the letter. End *Yours sincerely*, or *Yours very sincerely* if you wish to be more cordial.

Luncheon Party.—A luncheon party should be an informal gathering of friends without the ceremony that accompanies a dinner-party. The hostess receives her guests in the drawing-room, and leads the way to the dining-room with the chief guest. If gentlemen are present, they follow the ladies, with the host.

For a mixed party, the hostess usually arranges the places beforehand, so that ladies shall not sit together. As a rule coffee is served in the dining-room after lunch, and then every one adjourns to the drawing-room, the lady of highest rank leading the way, and the hostess last. If the host is present, however, the gentlemen may remain in the dining-room for a short time.

Guests are expected to leave shortly after the move to the drawing-room, unless specially asked to stay on. 1.30 p.m. is the usual time for a luncheon party, but it may be earlier or later if you like. Ladies do not take their hats off for lunch unless it is a very intimate gathering.

If you are entertaining without a maid, arrange the table to save trouble while the meal is in progress. Have soup placed

ready in individual cups, or the first cold course on the table, before you sit down. Minimise carving and serving by having individual fish or meat creams or dishes en cocotte. If you are giving fish mayonnaise, arrange individual ones and leave them in the refrigerator till needed. Make your sweets also in individual portions. This does away with serving dishes and simplifies washing-up. Have a tea-wagon with the coffee-tray on it, and the sweets or biscuits and cheese, on the side flaps.

Clear soiled dishes on to the under part of the wagon between courses. For a small party it is a good idea to make the omelet or savouries on a side table in the dining-room, with an electric chafing-dish and toaster. This saves your steps and is less fussy than having to run to the kitchen to attend to or dish up whatever is cooking.

Picnics.—The success of a picnic depends on good organisation. If you are inviting friends, scout beforehand for the best place, and know, for instance, where water is available, where you can build a fire, and so on. Take old mackintoshes as well as rugs to sit on, and remember—plenty of cigarettes.

Equipment.—Unbreakable tumblers, paper dishes and plates, cutlery, vacuum flasks, cream flask, sugar box, butter or preserve jar, stock of small cartons, roll of waxed paper, corkscrew, bottle-opener, tin-opener, and matches, tablecloth, crêpe paper serviettes, and cloths for wiping.

and washing-up *Additional*.—Stove, stand, spirit-tin, tea-tin, and kettle with screw lid for carrying water. If you are making a fire and cooking, add saucepan, frying-pan, holder, and wood

Food.—If you are to cook at the picnic, take eggs and bacon, or sausages. If not, take hard-boiled eggs, preferably stuffed with savoury yolks; with cress sandwiches or bread and butter and small tomatoes, spring onions or celery, cold chicken or sliced meat galantine with potato salad and pickles; or Boston baked beans with salad and brown bread-and-butter. Do not forget the dressing if you are having lettuce salad. Also take a variety of sandwiches, cheese biscuits, sweet biscuits and cakes, as well as fresh fruit, fruit salad or canned fruit and cream. If you take fresh fruit be careful to choose kinds that will pack well.

For drinks, take lemonade, stone ginger or cider, and tea or coffee. Remember to include home-made or bought sweets in your picnic basket.

Quantities—Allow for 6 persons 24 assorted sandwiches, savoury patties or meat portions; 1 large cake; 9 assorted small cakes, and $\frac{1}{2}$ lb Petits Fours, 2 quarts fruit, cider, or wine cup, or lemonade, and 1 quart coffee and 1 gill cream.

THREE RULES FOR PICNICKERS

1. See that every spark of your fire is out before you leave the scene of your picnic. It is best to cover the ashes with

earth after you have stamped it out.

2. Never throw cigarette-ends or matches into undergrowth, heather or dry grass.

3. *Clear up all litter*. Either bury it or pack it into the basket for your own dustbin. Nothing is in worse taste than to leave traces of your meal for other people to find.

Presents.—Study what to give and when. It is not the cost of the gift that matters. It is the thought and trouble taken in procuring it. Besides the usual Birthday, Christmas, Christening and Wedding presents there are several other suitable occasions for little gifts. When a friend moves into a new house, you could give something to match the new colour-scheme. When a friend is going abroad, the latest air-cushion would be welcomed. And what about a writing-case for a child first going to boarding-school, and a make-up box for a young friend entering a dramatic academy?

A handsome box of cigarettes would be suitable for a young actor at his first appearance. Flowers would appeal to the young actress making her debut on the stage. The latter two should be sent to the theatre for the first night of the play. If you cannot afford a gift, send a greetings telegram.

An excellent present for almost any one is a Book Token, which you can buy, combined with greeting-card, at most book-shops from 3s 6d upwards, and which the recipient exchanges

for a boot of her choice at her local shop. For an invalid, why not join with other friends and give a good library subscription? The subscription to a society or club is a welcome gift to most young people. At Christmas-time, the railway companies used to issue monthly returns between two stations, both halves available for a month from date of purchase, supplying also a greeting-card to hold the ticket. This often made a welcome gift for young friends just starting to earn, who wanted to go home for Christmas, or for country friends who liked a stay in town for Christmas shopping or to visit the sales—especially if you were able to meet for lunch and perhaps a matinee.

Books—Always buy books that are too old rather than too young for children. Their appreciation of literature grows quickly. Really good collections of fairy stories, preferably illustrated, are popular with most children up to 12 years old. They can be read aloud to the younger ones. Choose school and adventure stories for the older children. Consult your local public library as to the most popular authors, if you are doubtful.

Children—Children love to have money to spend, so a postal order is a welcome present. If you prefer, arrange with a local shop for the child to choose any gift up to a certain amount on your account. Boys are usually pleased with Meccano sets, small cameras, model aeroplanes, or other mechanical toys. A girl

might like a camera, too, or a fitted writing-case. If you are giving dolls, a family of small ones is much more fun than a large one, and if you can dress them yourself, so much the better. If the child has a doll's-house, what about a set of new furniture or china? Do not give "useful" gifts, such as handkerchiefs, unless you win your thanks from the mother instead of from the child!

Men.—There is a legend that no woman can clothe a lie. If you go to a first-class shop, and take the quietest of those recommended, in a colour favoured by the man in question, you will not go far wrong. Handkerchiefs—but white ones with embroidered initials—are a good idea if you prefer to play for safety, or what about a hand-knitted white silk scarf for evenings? Do not give cigarettes unless you know the brand approved. For some one living away from home, one of your best home-made cakes please. If a book-lover, obviously a Book Token. If he is musical, why not an order on a shop for one or more gramophone records, to be chosen by himself?

Women.—Little new gadgets for flat or house are always welcome if you remember their colour-scheme! Give your own handiwork, embroidered towels and table-sets, padded dress-hangers, and so on. For personal wear, dainty embroidered lingerie, knitted glove and scarf sets, and buttonhole flowers in leather, wool, or silk are suitable.

If you know the perfume favoured, choose a bottle of this or a jar of bath-salts. Home-made sweets and cakes, or jam in a dainty pot which can be used afterwards, are also good presents for housewives and girls on their own. Some of them will also welcome Book Tokens, gramophone records or cigarettes. Choose your gifts as far as possible according to the tastes of your friends.

Restaurant Party.—If you are inviting friends to lunch or dine with you at a restaurant there are a few little rules you should observe. Order your table beforehand, and arrange to arrive at least five minutes before the time you have stated to your guests, in case any one should come early. If you receive a message to say that one of your guests has been delayed and will arrive late, it is only permissible to start the meal when you are going on somewhere afterwards and the time-table has to be adhered to. If the missing guest is a lady, the host must then wait for her in the foyer and bring her in.

It is usual to offer your guests either the table-d'hôte dinner or one specially ordered beforehand, and not to expect them to choose à la carte. When the meal is over, the hostess should lead out the guests, leaving the host behind for the moment to settle the bill. If you are entertaining a party of women guests alone, arrange to have the bill brought to you with the coffee and settle it then, so as not to

have to interrupt those pleasant last moments over the coffee-cups.

Snack Party.—When a hostess is busy and has not much time for entertaining she can still gain a reputation for giving charming little parties if she specialises in snacks. Instead of asking friends to lunch or dinner say, "Will you come and have a snack with me?"

No matter what your *pièce de résistance* is, a hot one must be served piping hot. Arrange a plentiful supply of tempting accessories alongside, such as little dishes of salted nuts, stuffed olives and potato crisps, and a variety of cocktail biscuits and wafers. Offer dishes of devilled eggs, sliced liver sausage, and also smoked salmon, sliced beet-root and sliced tomatoes, one masked with tarragon and the other with wine vinegar, sprinkled respectively with minced onion and minced parsley if not limited to finger fare. Sliced salmon, or liver sausage, tunny fish mayonnaise, arranged in individual portions, garnished with sliced, stuffed olives, is another suggestion.

If you like, serve a prawn or shrimp and egg mayonnaise in place of the devilled eggs. Arrange on a dish lined with cress or lettuce leaves.

On cold nights, allow a cup of well-seasoned clear soup or turtle soup made with turtle tablets and water, for each guest. Dissolve tablets in warm water, then bring water to a boil. Season to taste with pepper, salt and Madeira.

Fill up soup cups and pour each with a few cooled potatoes separating up, taken from their tin and heated before hand. Serve with hot cheese sauce.

A tea-wagon is invaluable for a small party. On it is the prepared sweet, and cake and coffee service. A specially good sweet for autumn is meringues filled with blackberry fool. Serve fruit salad, ice-cream, or strawberries and raspberries in baskets in summer.

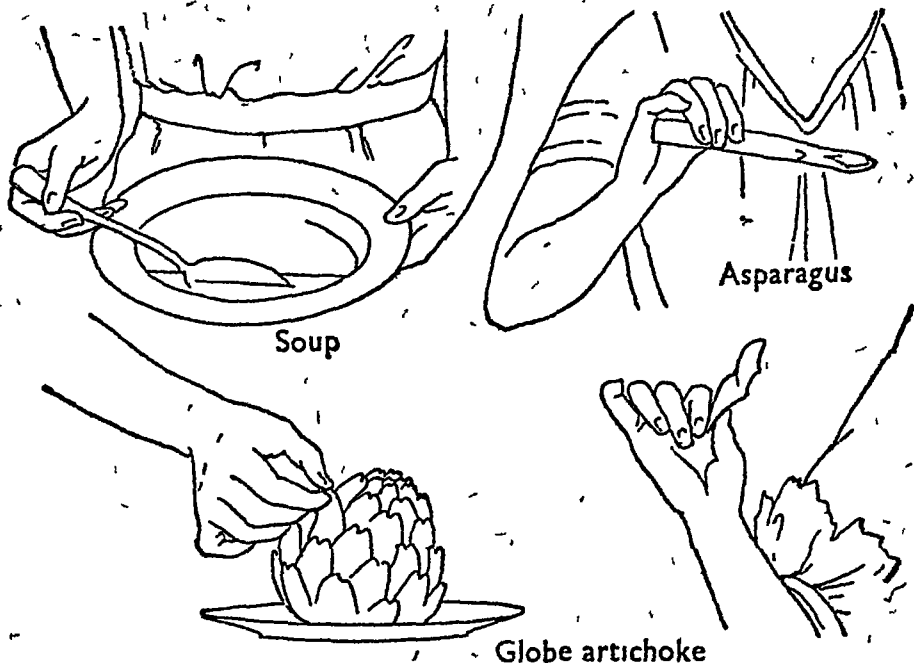
Suggested drinks.—Choose from the following:—Mixed mouth sherry and butters, dry Madeira; cocktails as appetizer. Later on offer wine cups or decanter: gin and ginger beer, ginger ale or ginger beer, lemonade or orangeade. Hot or iced coffee or tea or hot chocolate and whipped cream, and any fruit cup.

Suggested snacks.—*Hot*—Crab canapés, grilled chipolata sausages, shrimp croquettes; angels on horseback, Gruyère cheese sandwiches, fried in butter. Serve in hot dishes lined with lace paper doilies. *Cold*—Tiny cubes of soft yellow cheese, each spiked with a cocktail stick run through a cocktail onion. Tiny puff pastry cases filled with cold, highly-seasoned Welsh rarebit. Cheese biscuits, spread with butter flavoured with lemon juice and black pepper, then topped with minced smoked salmon. Stoned dates filled with cream cheese, mixed to taste with a piquant sauce, minced onion, parsley and walnuts.

Supper Party.—If you wish

When the dinner service is over, serve with butters and mixed soups, cheese, salted nuts and potato crops. When every one is ready, lead the way to the dining-room, and break the news that all have to let themselves collect on their food and taking it to a small table. The host can serve drinks, and the hostess serve coffee later from a tea-wagon, or from a low table in the sitting-room. Card-tables, covered with pretty cloths, will do for supper-tables, unless the meal precedes a bridge party.

If you prefer to have supper sitting at table as usual, arrange soup ready at each cover before you lead your guests in, and have the other dishes and plates waiting on the sideboard, or on a buffet. Set cutlery and glass as usual. Sweets can be either on



43 Points of Table Etiquette.—*Soup should be taken noiselessly from the side of the spoon and the plate tilted away from the diner. Asparagus is lifted with the fingers, or with tongs, and only the tip is eaten. Remove the leaves of a globe artichoke with your fingers, and eat as illustrated.*

the table or, with their plates, on a dinner-wagon.

Offer an *apéritif* on arrival, usually the choice of a cocktail and sherry, and follow with beer, whiskies and soda, and a white wine cup in summer, and a red wine cup in cold weather. Serve coffee in the sitting-room.

Table Etiquette.—When you sit down, unfold your napkin and spread it on your knees. Do not begin to eat until every one is served unless pressed to do so by your hostess. It is incorrect to take a second helping of soup or fish unless urged for some reason by your host or hostess. When a finger-bowl is brought to you on a dessert plate,

remove it and the doily, placing them to the top left of your plate. After dessert, dip the fingers in the bowl, drying them on your napkin. Do not fold the napkin after a meal unless you are staying in the house. Leave it on the table beside your place.

Asparagus.—Eat with fingers unless small asparagus tongs are provided. Take by end of stalk and dip in sauce. Eat tips only. Leave stalks on plate.

Bones of fowl or game.—Never touch with your fingers.

Cheese.—Small bits should be placed on small pieces of bread or biscuit and lifted with the fingers to the mouth.

Fish.—Eat with fish-knife and

fork, or with a fork and the help of a morsel of bread or toast. If made up into fish-cakes, etc., eat with fork only.

Fruit.—Apples, pears, peaches etc are eaten with fruit-knife and fork. Peel first, then divide and lift, to mouth with fork. Oranges may be cut in half and eaten with teaspoon, if preferred. Grapes and cherries are placed whole in the mouth, skins and stones are put out into hand and placed on rim of plate. Melon and pineapple require a knife and fork. For strawberries and cream, use a spoon and fork, as well as for cooked or canned fruit. Separate stones from pulp on plate when eating stone fruit, such as a peach or plum. Should you find a stone in your mouth, lift your spoon to your mouth and put it out.

Globe artichokes.—Use fingers to take off leaves and lift to mouth.

Mince.—Use fork only.

Oysters.—Take oyster out of shell with dinner-fork in right hand, holding shell on plate with left, and convey whole oyster to mouth on fork.

Rissoles.—Use fork only.

Salad.—Use fork only.

Savouries.—Use fork only, if possible, if not, use knife and fork.

Soup.—Take from side of spoon. Tilt plate away from you for your last spoonfuls.

Sweets.—Eat with fork alone where possible, or with spoon only (jelly, for instance), otherwise with spoon and fork.

Table-Setting.—A badly-set

table will ruin the effect of any meal. Aim at symmetry throughout the arrangement, from the centre to the coffee-spoons.

China.—Place cups and saucers on tray to left, sugar and slop basins above cups, and hot-water jug and teapot or hot milk jug and coffee-pot to the right. All handles must point to the right at an acute angle to the tray.

Glass.—*The glass to be used first should be placed nearest to the hand.* Place glasses to right of tips of knives, either grouped, or in line with straight table-edge. Port glasses are usually placed on table with dessert, when other glasses are cleared away. Liqueur glasses should be arranged on a coffee tray or grouped on their own tray round liqueur bottle or decanter.

Linen.—If you are using a tablecloth, cover the table smoothly with a silence cloth of felting or green baize, and lay the cloth with the crease exactly down the centre of the table. If you are using mats, place asbestos or cork mats under. Allow 16 to 20 inches of space at table for each person. Remember when setting that you are laying the foundation of a geometrical effect. Place your mat exactly in the middle of the space allowed per person, or if you are using a tablecloth, stand the plate for the first course in the centre of each place and leave it there until you have your cutlery and glass geometrically arranged.

Plate and cutlery.—When the linen is in place and the centre



44 *A Cover for Dinner.*—*The silver and cutlery should be placed in order of use, the soup spoon on the outside, with the spoon and fork for the sweet at the top. Glasses are set above and to the right of the cutlery.*

arranged, collect all you need on a tray, preferably on a dinner-wagon, and walk once round the table, laying it in place. Take cruet and any heavy pieces of silver required, at the same time.

Hints—1. Turn cutting edges of knives to left.

2. Tines of forks and bowls of spoons should be turned up.

3. Place all silver at right angles to the edge of table.

4. The ends of knives, forks, etc., should come equally to within half an inch of the table-edge.

5. Spoons and forks served on individual dishes should be placed on a saucer or plate to the right. If preferred, bouillon spoons

may be placed on the table like ordinary soup spoons.

6. Place coffee or teaspoons to the right of cups with handles at the same angle as the handles of cups.

7. *Arrange all cutlery in order of use.* If starting with soup, place the spoon first to the right—that is, *on the outside*—and so on.

8. Fork and spoon for sweets should be parallel to each other above the cover, spoon outside with handle to right, fork nearest the plate with handle to left. If serving individual sweets needing spoon or fork only, lay this on the plate before bringing it in, instead of on table.

9. If butter is required, place

knife next to inside of cover on right.

10. Fruit knives and forks are brought in on dessert plates on each side of finger bowls

11 Individualsaltsandpepper. go to the left slightly in front of covers

12 If carving at table, arrange carving tools at right angles to table-edge, fork to left of meat for meat-dish, knife to right Place any serving spoons required to right of person who is to serve.

MEALS

Breakfast.—Lay bread-and-butter plate to left of each cover, with knife on top Lay silver in order of use (from outside) Lay napkin in centre of cover, unless serving fruit first, in which case place it on bread-and-butter plate, laying knife to right

Luncheon or supper.—Place bread-and-butter plate to left of each cover, with knife on top Arrange napkin on cover, and cutlery and glasses in order as above

Dinner.—If you are using a service plate, place it in the centre of the cover, and put a filmy lace mat on top to prevent noise when dish meets dish This plate can be cleared with last hot course, or before dessert. Place individual nut-dishes or bonhomnières above each cover and slightly to left Arrange cutlery and glasses in order of use Place napkin on left of outside fork or on service plate; if folded to pattern, tuck a roll into it if you like. If serving toast or rolls and butter place

individual butter-dishes at tips of knives

Tea Parties.—Whether you specialise in tea parties or treat them as part of tennis or bridge parties, all preparations must be made before your guests arrive. Serve China as well as Indian tea, and for a large party ask one of your guests to take charge of one pot. Fresh tea must be brewed when two cups have been poured out for guests, unless you make it by infusing in a hot teapot allowing half as much tea again as usual, and then straining it off into a fresh hot teapot and covering it with a cosy. All that is needed for serving is to weaken this tea with boiling water. Serve all hot cakes in a covered hot dish Use lace paper doyleys on plates if you like; it is equally correct not to have doyleys.

Dining-room tea.—In autumn or winter, draw the curtains and light the room by candles. Cover the table with a lace cloth cornerwise, or use a runner, and, if it is a sit-down tea, place lace mats under the plates. For "high-tea," lay the table as for breakfast, with knife and fork

Drawing-room tea.—For this you require the following equipment:—1. Nest of tables or other small tables 2 Trav. The best shape is oblong, but oval shows a service off well. Silver is most attractive, copper next, then lacquer, or choose an oblong tray of carved wood, polished mahogany, or wicker. 3 Tea-wagon, or low table If using wagon, lay tea-service on

top tray, bringing in china, linen and food on lower tray. Arrange cups on their respective saucers with handles at right angles to rim of tray or edge of wagon shelf, and teapot and hot-water jug with handles at same angle.

If serving from table, arrange plates in a pile with tea serviettes, folded triangularly, beside them. As you pour out, lift plate, lay serviette on it, place cup and saucer on top and pass to your guest. 4 Tea-service. Silver teaspoons, tea knives, pastry forks, pastry tongs, lemon fork—always have a dish of lemon slices ready for those who prefer lemon to cream—and a caddy spoon, if you infuse tea at table. 5 Tea-cloth with serviettes to match. 6 Cakestands. 7 Electric kettle to plug in, if possible.

Tennis tea.—“Tennis sets” of a combined plate, cup, and saucer, are a great improvement on the ordinary cup and saucer. Offer a variety of savoury sandwiches besides bread-and-butter and cakes, and coffee and “cups” as well as tea. See that the iced drinks are as cold as they can be. Offer crêpe paper serviettes to guests at alfresco parties. Allow two sandwiches per head and some over, one slice of cake, three small cakes and biscuits for every two people, a tumbler of “cup” for each, a quart of ice-cream for eight people, a quart of iced coffee for eight. Allow extra cold drinks if a very hot day.

Thimble tea.—Ask a few

friends who are interested in needlework “from 2.30 to 6 p.m.” It must be a small and intimate party to be a success. Arrange either your lights to suit the chairs, or your chairs to suit the lights—each guest must have a good light for her work. Arrange tea on a large table and ask your guests to break off their work and gather round for it. Show off your own daintiest worked tea-cloths, d’oyleys and serviettes on this occasion.

Tips.—Cruise.—For a fortnight’s cruise, give table steward and stateroom steward £1 each, bath steward 5s. For a month, double this. Roughly, for any period 10 per cent of the bill divided in this ratio is correct.

Hotel.—Approximately 10 per cent of total amount of bill, divided in ratio between head-waiter, table-waiter, chambermaid, porter, page or under-porter. (At 7 gns per week, give waiters 5s and 3s, chambermaid 5s, porter 3s, under-porter 2s, page 1s.) If you are staying in a hotel as some one’s guest, tip your own chambermaid only.

Private house.—If one maid only is kept, give 2s 6d for a week-end, 5s for a week. If two maids, tip housemaid only, at same rate. A young girl is not expected to give so much, but not less than 2s, and she never tips men-servants. Butler and chauffeur are only tipped by gentlemen, married lady if guest without husband, or elderly unmarried lady. At large country houses tips are never less than 5s, and usually at the rate of 1s.

per day, approximately For a week, give 10s to lady's-maid if she has assisted you. A gentleman should give 10s to the valet. Your husband tips the butler £1 and the chauffeur 10s (Lady—see above—half these sums) Wife tips housemaid.

Railway.—Porter.—At country stations, 3d to 6d according to amount of luggage In towns, 6d to 1s **Guard**—If asking guard to look after animal or child on journey, 2s to 5s

Restaurant.—10 per cent of the bill at lunch or dinner. At tea, not less than 6d, unless in small tea-shop, when 3d is sufficient if you are alone. The person paying does the tipping, and a guest should never offer to do so

Taxi.—Roughly, if 9d is on the clock, give 1s; if the fare is between 1s and 3s 6d, tip 6d; over that give 1s, and so on in proportion Double these amounts if very late at night, or if you are taking the taxi to a part of the town where a fare back is not likely Always give from 6d to 1s. extra for handling much or heavy luggage, or if the driver carries luggage upstairs

Visiting.—Punctuality is the hall-mark of a perfect guest Never over-stay your welcome. If the invitation is indefinite, "for a few days," suggest alternative dates in your answer—"I could stay till — or — if that suits you" If asked to stay on, be sure this invitation is not mere formal politeness before accepting

Never upset the household

routine Be punctual at meals. Don't expect your hostess to neglect her duties for you. If you can offer to go shopping, do the flowers, or be otherwise helpful, do so If not, arrange to have letters or work of your own to attend to, leaving your hostess free for part of the day. In the same way, a perfect hostess leaves her guest some freedom, and does not completely organise each day for her.

Keep your bedroom perfectly tidy

The housemaid has her own duties, and should not be given avoidable extra work by you

For town visits, a dark suit with severe and frilly blouses, a smart afternoon frock, a semi-evening and a full evening frock will see you through a short stay. For the country, add tweeds and woolly jumpers for winter, and simple cotton frocks and tennis kit for summer. There is little excuse for anything but smart, neat-looking luggage, which should always be clearly labelled Always write your hostess a little letter of thanks and appreciation after a visit

Calls.—The formal etiquette of calling is dying out, but in country districts it is still the rule for residents to call upon newcomers Calls should be returned within ten days, and should be made between 3 30 and 5 30 p.m.

At the door, ask, "Is Mrs A at home?" If not, leave cards, otherwise follow the maid in and give your name clearly. After shaking hands with your hostess, sit down and be ready to engage in conversation If other guests

leave before you, it is not necessary to rise—bow only. Stay from fifteen minutes to half an hour

A hostess should inform her maid beforehand whether she will be at home to visitors. Should the maid not know, however, she must ask the caller into the hall to wait while she enquires

If the hostess is at home, the maid takes umbrella or wrap from the visitor, asks her name, and leads the way. Opening the drawing-room door *without knocking*, she enters, and announces the visitor clearly, holding the door open for her. (Should the hostess not be in the drawing-room, the maid asks the visitor to sit down, going at once to notify her mistress)

The hostess rises to greet her visitor, shakes hands, and asks her to sit near her, beginning a general conversation. If other callers are present, introductions are made. Tea is not rung for, but brought in at the arranged time, unless a guest calls early and the hostess wishes it to be served specially.

The hostess rises and shakes hands with each guest on departure, ringing for the maid to show her out, but does not walk to the door with her if there are other guests present

Cards.—*Lady's*—Fashions vary, but $3\frac{1}{2}$ to $2\frac{1}{2}$ ins is the usual size, with plain lettering. The name is printed in the centre, and the address in the bottom left-hand corner. A married woman does not use her own Christian name on her cards.

Gentleman's—Size 3 by $1\frac{1}{2}$ ins, arrangement as above. "Mr" must always precede the name, unless there is any other title

Leaving cards—When calling, if the hostess is not at home, leave your own card and two of your husband's. Or leave one card, if calling on a widow. If the hostess is at home, do not leave cards except on a first visit. If there is another lady living in the house, leave cards for her also

Cards of enquiry for sick friends should be left in person. Write "To enquire after—" above your name

Weddings.—**Marriage forms.**—Banns are published on three consecutive Sundays in the parish of each party. A licence is an alternative to banns, and costs about $2\frac{1}{2}$ gns. A special licence costs about £30, and does away with residential qualifications. **Registrar**—The fee for a certificate (21 days' notice) is 7s; for licence (2 days' notice) £2. Residential qualifications are needed

Anniversaries.—Twenty-fifth, Silver Wedding. Fiftieth, Golden Wedding. Appropriate gifts should be made, and an "At Home" or dinner-party held

Best Man—The best man must be a bachelor. He takes all responsibility for the arrangements off the bridegroom's hands, also accompanying him to church, seeing that the ring is ready, arranging for cars, paying fees for him, etc. He signs the register as a witness.

Bridesmaids.—You can have any number from two to eight, with or without pages, as you wish. Bridesmaids should include representatives of both families. They provide their own dress, but style and colour are the bride's choice. A widow may have one friend as attendant.

Ceremony (Church of England)—Near relatives sit in first pews, bridegroom's to the right of the aisle, bride's to the left. Bridesmaids wait for bride in porch or inside door, ready to take their places in the procession. Bridegroom and best man also arrive before bride and wait below chancel steps.

Bride takes father's right arm and heads procession (choir precedes at choral service) to chancel steps where bridegroom bows to her and takes his place on her right. The bride hands gloves and bouquet to the chief bridesmaid, and the bridegroom his gloves to the best man. When the clergyman says, "Who giveth," etc., the bride's father bows, steps forward and joins the right hands of the pair, and returns to his position. (A widow may, but need not, be given away.) The bridegroom must have the ring ready to place on the clergyman's book. The pair go to the altar with the clergyman after the first blessing, the others remaining still.

After the ceremony the bride takes her husband's *left* arm (a relic of the days when his sword-arm must be free to defend his bride) to go to the vestry for signing the register, followed by

bridesmaids, parents, and any important guests. The best man remains after the signing to see all guests away.

Confetti or rice should never be thrown in the churchyard, and their use anywhere is no longer fashionable.

Cards are no longer sent, the press announcement being considered sufficient.

Date.—This is fixed by the bride. The old superstition against May marriages is fast dying out, but there is still a prejudice against weddings in Lent.

Dress.—White is no longer the only colour worn, and any pale pastel shade may be chosen, although green is usually avoided. A bride with a flower name might express the flower's colours in her dress and her bridesmaids'. Widows do not wear a veil or orange blossom.

Expenses.—*Bridegroom's.*—Fees for banns or licence, fee to the clergyman, which should not be less than 1 gn., and is left for him in the vestry. The clerk is given 10s or more, and other attendants in proportion. The bridegroom buys the wedding-ring, the bride's and bridesmaids' bouquets, a present for each, and one for the best man. He arranges for the car from church, and to the station. For the future home, he provides all furniture and plate not given as wedding presents.

Bride's parents.—They are responsible for her trousseau, and all linen for the new home. They pay for the newspaper announcement, church decorations, choir.

if any, cars for themselves and friends, and provide the wedding reception.

Honeymoon.—There is no prescribed duration for the wedding trip, it may be whatever length of time you prefer.

Reception.—(General arrangements as at large afternoon "At Homes")¹ The bride's parents receive at the drawing-room door, and the bride and bridegroom, standing together within the room, then shake hands with each guest. The wedding presents should be on show, and when these have been seen the bridal pair lead the way to the refreshments, followed by bride's father and bridegroom's mother, bridegroom's father and bride's mother, best man, chief bridesmaid, other bridesmaids, and other guests. Cake is cut by the bride, and portions handed round. (Pieces are no longer packed up and sent away afterwards, unless to near relatives or special friends who are known to wish it.)

Departure.—After cake-cutting, the bride goes to change into her travelling dress, and the guests return to the drawing-room when she comes down to say farewells. Every one goes out to see the couple off.

Toasts.—Champagne must be

¹See p 175.

provided to drink the health of the happy pair. This is proposed by an old friend of the family, and the bridegroom replies. Other toasts are now usually omitted.

Week-end Guests.—When inviting week-end guests always be careful to state a suitable time to arrive. You do not want guests to arrive for lunch when you are not expecting them until tea-time. Every one does not agree about the length of a week-end, so delicately intimate when you expect guests to arrive and depart. If they are coming by train you can easily manage this by saying you will meet a certain train, and suggesting that they can go to town with your husband on Monday morning, or stay to lunch with you, whichever they prefer. If they are coming by car you could say, "We usually have lunch (or tea) on —day at —. If you can't get here by then, will you let me know and we'll alter the time. I hope you will be able to stay on to lunch on Monday," or something of this sort.

The whole art of giving a week-end, or for that matter a longer, invitation, is to make it perfectly clear as delicately as you can how long you wish your guests to prolong their stay.

NEEDLECRAFT

YOU may be an enthusiastic needlewoman, with ambitions to make clothes for yourself and your family, and all your own curtains, loose covers and so on. Or perhaps all you ask is to be able to deal expeditiously with the weekly pile of mending and to render first-aid to garments in emergencies. In any case, the busy housewife has no time to make mistakes, and if there should be a quicker, easier method to darn a tear or put on a patch than the one she usually employs, her task will be all the lighter and pleasanter for the hunt.

This section is full of hints of the kind that will help you with every type of needlework. It is not, of course, intended to be a complete guide to making every garment, but it tells you all you need to know about the general principles of dealing with patterns, cutting out, fitting, fastenings, trimmings, etc. There are also many suggestions for using up oddments, renovating and altering clothes. With their aid, you will be independent of dressmakers when trivial alterations are required, and you need not always say "No" to a coat or dress that has taken your fancy because somewhere it is a little too tight or too loose. You will find you can easily tackle the alteration yourself with complete confidence and with professional-looking results.

Alterations.—Garments bought "off the peg" are often faulty in fit, particularly where there are any individual figure peculiarities with which to contend. The following hints will help to rectify these faults.

Bust measurement.—*To decrease*—Undo the side seams of the bodice, take them in an inch or whatever depth is required to fit, pin the seams, and try on. Having arrived at the right size, tack the seams in position, cut away the surplus material, and machine the seams.

To increase—Undo the side seams, and if there is any stretching above the bust undo the armhole seam as well. To give fullness at this part, cut a small triangular strip of the material

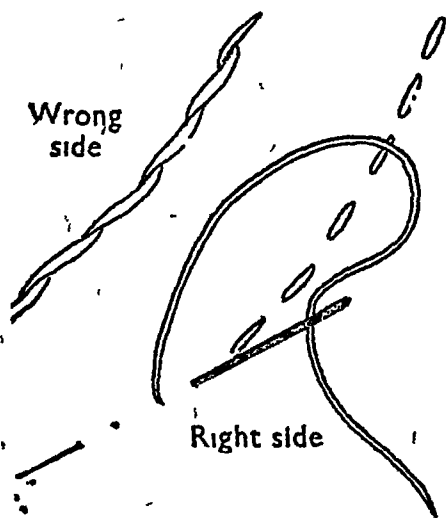
from where it can be spared, at the hem or from the back of the belt. Insert this in the armhole seam where it joins the bodice side seam, narrowing the inset piece away to nothing at the end. Bind the side seams with bias tape and re-sew.

Hip measurement.—*To decrease*—Follow the same method as for bust measurement, taking in the seams at the side of the skirt to the required depth. Never buy a suit which does not fit, as it involves more alteration than is worth doing at home.

To increase—If the hip measurement is too small, undo the side seams, bind the edges with bias tape, and re-sew as near to the edge as possible. The bias binding is particularly necessary

in the case of fine woollen fabrics, which may unravel under any strain.

Backstitch.—Use this stitch when strong seams are wanted. Primarily intended for cotton, linen or flannel, it can be used for making seams of any strong material. Hold needle parallel with seam, and working from right to left, take up from 4 to 6 threads of the material, depending on the texture, on your needle, and draw cotton through material.



45. *Back-stitching, mainly used when strong seams are required*

The usual form of back-stitching is to insert the needle in the last stitch in material and bring it out again 4 to 6 threads in front of where it came out before, resulting in a line of alternate stitches and spaces.

Bed Linen, to renovate —Bed-covers made of light cotton and artificial silk sometimes become worn round the edge. Cut away

the worn part and stitch down the edge a deep border of contrasting coloured cotton or silk. If preferred, the new border may be attached by means of faggoting or simple crochet. To renovate a boxed bedcover, mitre the corners so that the cover fits neatly over the bed like a cover of a box.

Sheets that have become worn in the middle can be renovated by cutting them down the centre lengthways, and rejoining them by placing the outside edges together. Cut away the worn part and hem round the edges. This may narrow the sheets by a few inches. If it makes them too narrow add a false hem to the outer edge, using odd lengths of linen or cotton for the purpose.

Binding.—Bias binding is most used for finishing edges in home dressmaking, both for hems and for collars. For bias binding at neck edge, the binding strip must be cut on a true bias, and not more than $\frac{3}{4}$ inch wide.

Arrange that the join in the binding strip comes at one shoulder seam of the garment. Make allowance for this seam, but do not sew the ends together until the binding has been stitched to the neck edge. Stitch one edge of the binding strip to right side of neck edge, trim the seam to $\frac{1}{8}$ inch, join ends of binding strip with pressed-open seam; turn binding over to wrong side; turn in raw edge and whip down to machine stitching.

Use hand-felled bias binding for lingerie, dresses, collars and

cuffs Open out the binding; stitch one raw edge in place, making 8 or 10 machine stitches to the inch. Fold the bias back to cover the stitches, and whip the folded edge by hand, catching a stitch under each machine stitch For facing and piping, stitch bias binding to the edge of the material on the right side Press the bias over to the wrong side, and slipstitch it in place to conceal the machine stitching

Blanket-Stitch and Buttonhole Stitch.—Blanket-stitch, which is another name for loop-stitch, is often confused with buttonhole stitch, which is practically the same, except that in blanket or loop-stitch the thread is pulled towards you while working, and in buttonhole stitch the thread is pulled away from you In both cases the oversewing or top-sewing stitch is used

Blanket, or Loop-stitching — Follow instructions for buttonholing slipping the thread under the point of the needle from left to right Draw out needle, pulling thread firmly, and keeping your finger on loop just made, then insert needle in material to the right, and continue "looping" in this way, instead of drawing loop to the top edge of the stitch as in buttonholing

Buttonholing is used for buttonholes, loops and latches, and blanket or loop-stitch for scalloping and neatening raw edges of seams

Buttonholing.—Take a length of thread a little longer than you require Insert needle from back to front at the end farthest from

the edge of material, and slipping the thread under the point of the needle from left to right, draw up the loop to the top edge of the slit. Continue making stitches in this way, but see that they are exactly the same length, equidistant from each other

Blankets, to buy.—Blankets should be light in weight and fluffy in texture Some makers sell them by weight, usually about 8 lbs. for two blankets. Heavier blankets are not desirable It is better to invest in four medium-weight blankets than in two heavier ones, because in the summer two lighter blankets will be found sufficient and the other two can be stored till the winter months

Choose light flannelette under-blankets Apart from being more comfortable, these save the wear of the sheets, and prevent any dye coming through from the mattress

To use up.—Cover with cretonne. Quilt right through to the underside, and use for covering a spring mattress Or cut into equal-sized squares and discard the thin parts Dye half the squares in one shade and half in another to tone with the first Blanket-stitch squares together alternately to make a cot blanket Bind with satin ribbon to tone. Make oddments of old blankets into kneeling pads, kettle-holders, seat cushions and ironing pads

To make into seat cushions use several layers Cover first with two layers of cotton-wool, then cover with chintz, cretonne or material to suit. Padded

backs for wicker chairs can be made in the same way.

To make an ironing pad, sew several layers of blanket together, and cover with a sound remnant of a worn white sheet. Tack on ironing-board.

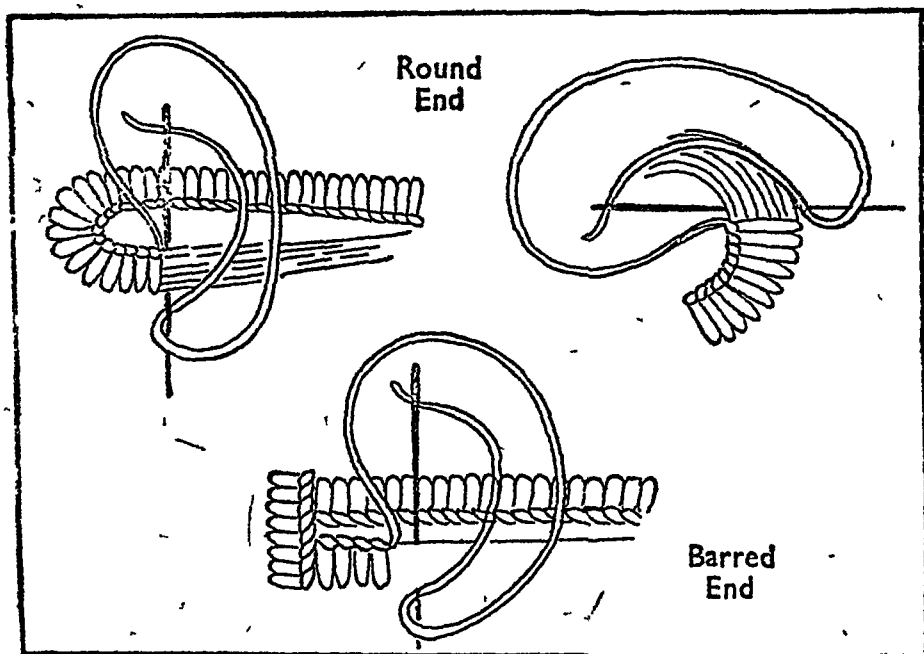
Buttonholes.—Use cotton or mercerised thread for sewing on buttons and making buttonholes on cotton or linen fabrics. Use

following hints will be found helpful in making buttonholes:—

1. Either sew on buttons or mark their position before making buttonholes

2. Remember that men's garments should button left over right, and women's right over left

3. When a buttonhole is required for a band, first sew on



46 Buttonholes may be made with one round end and one barred or with two barred ends, the latter being generally used on shirts, shirt blouses and jumpers

silk twist on silk or woollen fabrics. When making buttonholes on the latter, work all the way round. There are two main kinds of buttonholes, one with a round and a barred end, used on bands and lingerie. The second variety, which has two barred ends, is used in shirt-blouses, jumpers, fronts of men's shirts, and on some nightdresses. The

button equidistant from top and bottom of band, and half its diameter back from end of band.

4. When buttonholes are required for the opening of pyjamas, nightgown, jumper, shirt-blouse or shirt, sew on buttons equidistant apart in the centre of the underpart of the opening, and make buttonholes to correspond with the buttons on the top part.

Buttonholes for Bands.—First decide on exact length of bands, then, placing a button similar to the one already sewn on in the centre of the spot where the buttonhole is going to be, make a small mark at the left and right of the broadest part of the button, parallel with the length of the band, and cut a slit with sharp, pointed scissors or buttonhole scissors between the two marks, allowing about $\frac{1}{8}$ inch extra so that the buttonhole will take the button easily. If the button is very thick you may need to allow $\frac{1}{4}$ instead of $\frac{1}{8}$ extra width.

Now thread needle, and, starting at the end farthest from the edge, make two small backstitches in material on the wrong side, then slip the needle through the slit to the right side. Beginning at left-hand side on the right side, insert needle to the necessary depth, and work in buttonhole stitch to the end of the opening.

If you want to make a round end, oversew (top sew) pulling each stitch tightly to form an eyelet until you come opposite to the last buttonhole stitch, when start buttonholing again, to correspond with the other side. When you come to the last stitch, push needle through the first knot made and bring it out at top of the last stitch, then make a barred end with buttonhole stitch, seeing that the knots lie at right angles to buttonhole.

When making buttonholes with two barred ends, substitute a barred end, in the way described above, for the round end.

Collars and Revers.—There are five kinds of collars. Each needs to be attached to the garment by a different method. First, there is the detachable collar, usually washable and unlined. Then there is the lined collar, usually found on blouses and tailored frocks. The notched or step collar is used on coats of suits, and is not quite so simple to make as the first two. The fourth kind of collar, which is unlined, is generally used on afternoon gowns, and is edged to match or contrast with other parts of the gown. The fifth type of collar is made of fur or fur cloth, and is always lined.

Detachable Collar.—This collar should be hemstitched or picot-edged, except the neck edge. Insert this edge into a double length of bias tape, and stitch in place by machine. All frocks on which detachable collars are to be worn should be faced round the neck with a bias strip of the same material as the frock.

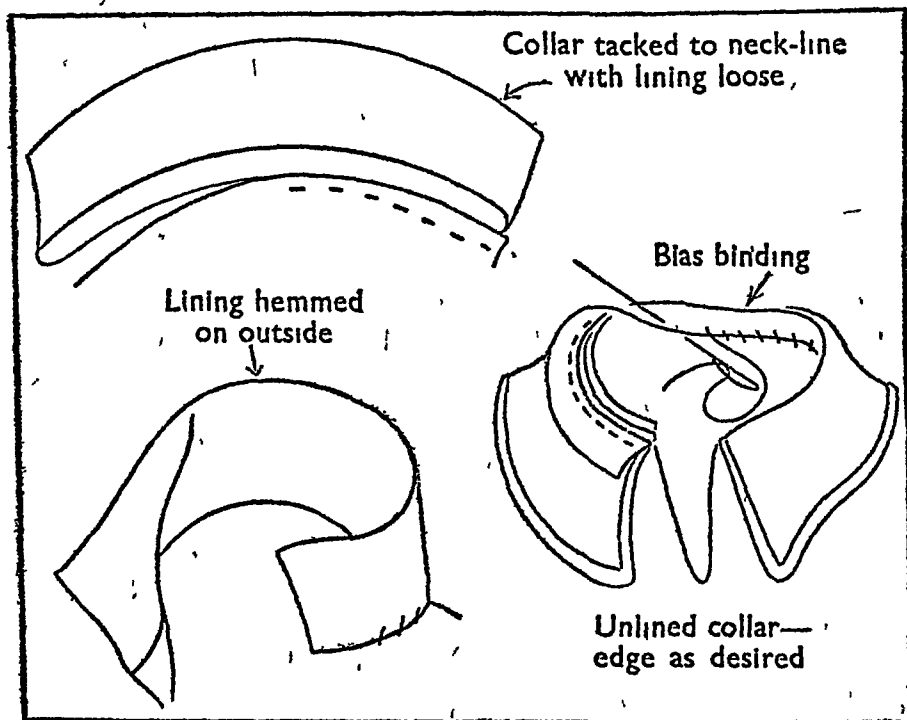
Fur Collars.—Line with the same material as the coat. When putting in the lining, use a small piece of cardboard to hold back the fur as you sew, or the fur may get caught in the thread. Line a fur collar as you would an ordinary lined collar.

Lined Collars.—Fold material in two and cut out, then place the right sides together. Tack in position and machine stitch all round the edge, except the neck part. Press open the seam, then turn the collar, right side out, and press neatly in place.

To attach to a blouse or frock,

find centre back of neck and mark it with a pin, then find the centre of the top of the collar and mark it with a pin. Place the centre of the collar on the centre of the back neck-line, and tack from the centre to the front, first at one side, then at the other. The collar should be lying with

Notched or Step Collar.— This kind of collar is generally fastened to turn-back revers in front, and is used to finish off tailored jackets, made of linen and woollen materials, etc. Start with the inside edge of the facings and make a crease, then machine-stitch down a single turning.



47 How to attach a lined and an unlined collar to the neck-line

its right side (top) next to the wrong side of the neck-line. Don't tack the lining of the collar. Now fit on the blouse or frock to make certain that the collar is exactly in the right place, and stitch along the tackings. Turn in the edge of the lining, and hem it over the stitches. When worn, the collar will fall over and conceal the stitches.

Tack the under-arm and shoulder seams, then join the lining portion of collar to the neck-line, and slash the turnings so that they lie flat when pressed with an iron. Now join the collar at each end to the top of one of the facings and pin the facings with their collar attached inside the coat, with its joined collar lining. See that the edges match exactly.

Make French seams along the shoulders, catching in the tops of the facings when seaming. Press down single turnings to face each other, and see that the coat fronts and facings and outer edge of lined collar match. Slash the edges at the right-angled join of rever and collar to obtain a sharp angle. Stitch with machine, twice or thrice round the matched edges, according to taste, keeping the rows of stitches the width of the presser-foot apart.

Unlined Collars.—Finish off outer edges, according to taste and the general design, with scalloping, lace, binding or piping. Pin together the centres of neck line and collar, with the right sides touching. Now place a bias strip over them, wrong side on top. Beginning at the centre, first tack the three layers together, working to the right, then beginning at the centre again, tack to the left. Stitch neatly with the machine. Now turn down the free edge of the bias strip on the inside of the neckline and hem.

Covers, loose.—The following general hints will be found very helpful in cutting out loose covers of every description—

1. Cut the large pieces first, so as to make certain that the pattern, if you are using figured material, will be well displayed on the inside of the back, on the seat, and outside the arms.

2. Be very careful to see that the design, if vertical, runs towards the floor on sides, back and seat. It is sometimes possible to obtain an effective result by cutting the frill horizontally.

3. It is a good idea to place each portion as it is cut, wrong side upwards in its correct position on the chair until you have cut out all parts of the cover. Then pin them together.

Making-up.—Before starting to sew any parts of the covers together it is a good idea to fit cover on chair, right side out. If top or back of arms are curved, unpin and trim to fit, then re-pin. If you are piping the cover, prepare bias strip of self or contrasting material. Having cut out the cover, tack on the piping. Join strips for frills. Machine-stitch bottom edge, and join all pieces by machine-stitching. If necessary to have an opening, sew large press-studs every 4 inches down the openings, which should be faced with tape or bias binding.

Materials.—The following hints will help considerably in choosing materials for loose covers—

1. Cotton damask, cretonnes, crash, and hand-blocked linen retain their newness longer than clutz or gingham.

2. Heavy, firmly-woven materials, such as repp and upholstery's sateen, crease less when made into covers than crash, cotton damask, hand-blocked linen and other popular thinner materials.

3. Covers made of figured materials show creases less than those made of plain ones.

4. Choose material of a small design, if you want it figured, and of a fairly light texture and colour for small rooms, or rooms furnished with small pieces. Choose material of a larger design

and a richer colour for large rooms, or for rooms furnished with large pieces

5 Choose plain or finely patterned materials for covers in rooms with figured walls, and fairly bold-figured materials for rooms with plain walls, furnished with plain rugs or carpets.

Bedrooms—Choose small, informal chintz designs, casement cloths, etc., and materials to match bedroom curtains.

Dining-room—Choose hand-blocked linen, casement cloth, hand-woven fabrics, velour, repp or tapestry, depending on whether winter or summer covers are wanted

Lounge—Choose to match curtains, which should be of casement cloth, chintz, cretonne, printed linen, velour or hand-woven fabrics

Nursery—Casement cloth, chintz, cretonne or any other washable material, to match the curtains whenever possible

How to Measure.—*Arm-chair.* Measure up from floor over back of chair and down to the seat, and allow 6 inches for the tuck-in at the back, and for turnings. Now measure across the depth of the seat and down to within 6 inches of the floor, and make a note of this measurement

Next measure from the side of the chair seat over the arm and down to within 6 inches of the floor, and make a note of this measurement, adding 8 inches for tuck-in and seam. Double this measurement for the other arm, and add to measurements already taken. Now, for

the pleated frill, which is usually about 7 inches deep, and requires 2 inches extra for hem and 1 inch for piping cord, measure 1½ to 3 times round the chair, and 6 inches above the floor, for the length and width of the strip required for the frill

When material of a large design is to be used, add an extra yard to the length of material required. If chairs are wide and flat across top of back and arms, cut strips of material to fit tops, allowing for turnings, and attach with piping instead of making top and back in one, and top of arm and side in one in each case

Settee—Follow instructions given for arm-chair, and take a note of the lengths, but double the measurement given for the depth of the seat down to within 6 inches of the floor, that is, if your settee is double the width of the arm-chair. If triple the width, triple this measurement to give you the quantity of material required for the seat and front of the settee. Also double or triple the measurement up from the floor over the back, and down to the seat measurement, or triple it as well

If the settee is a large one, and the cover will not cut out of 54-inch material, two widths of material will be required for the seat and back cover. If it is small, you will probably be able to get it out of 54-inch material. When measuring a cover of this kind, allow extra for frills and piping, basing measurements on arm-chair frills and piping. If the frill is to be gathered, allow

1 $\frac{1}{2}$ times the circumference, if box-pleated 2 to 3 times

Crochet.—Hooks, to choose.—

Choose hooks to suit the thread required. Use 00-1 for fine wool and artificial silk, 6 $\frac{1}{2}$ to 8 for fine Irish crochet and 1 and 2 bone hooks for coarse rugs, with a 12 bone hook for fine Shetland wool. When crocheting an edging on to fine material use a fine hook. The ideal crochet hook should have a round head, smoothly polished on the inside. The back of hook should be slightly curved and the handle light. The point should not be too sharp. Crochet hooks are obtainable in bone, box-wood, ivory, steel, and tortoiseshell. Use ivory, tortoiseshell or wooden hooks for crocheting a design in thick cotton or wool, and fine steel hooks for fine cotton, or silk, etc.

Threads, to choose—Coarse, silky or cotton threads should be used for making trimming for blinds, curtains, bed and table-covers, towels, cot covers, etc. Choose fine thread for lace edgings and insertions for trimming lingerie, tray-cloths, afternoon tea-cloths, etc. Choose artificial silk for hats, frocks, jumpers, lace edgings, silk crochet twist for bags, purses, caps, ties, scarves, or pure silk crochet silk for socks, scarves and ties.

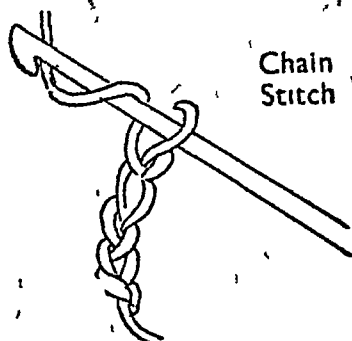
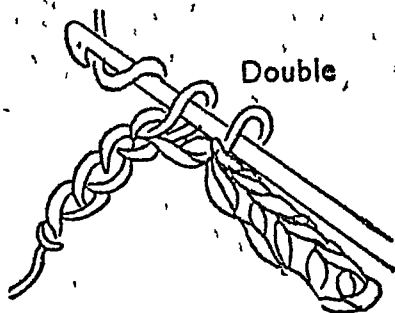
Crochet Stitches—Before attempting to crochet any design, take a fairly coarse crochet hook and fairly coarse thread, and practice chain-stitch, double crochet, and treble, each in turn, until a fair speed is attained. Hold the thread between the

thumb and first finger of the left hand so that it passes over the second finger, under the third and over the fourth. Hold the crochet hook in the right hand as you would a pencil or pen-holder, with the thumb and first finger resting on the middle finger. Keep crochet cotton in a box with a hole in the lid for the thread to come through. If kept in the lap the thread may twist.

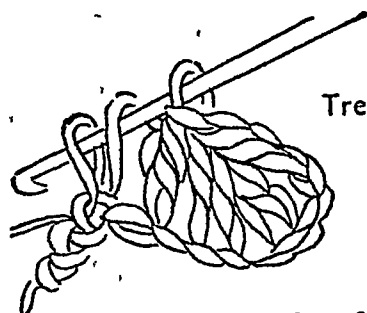
Chain-stitch (ch)—Hold the end of the thread with the thumb and first finger of the left hand, and with the right hand pass the main thread over the end of thumb and first finger to form a loop, holding both down under the left thumb. Insert the crochet hook from right to left through this loop, and draw the thread through, and you have another loop. Draw this loop up close, and there is the first stitch in chain-stitching. Now * pass the thread round the hook from behind, and draw it through the chain-stitch on the hook, then repeat from * to make a row of chain.

Double crochet (dc).—There are two varieties, Flat and Ridged. The only difference between the two is the way the hook is inserted while working. The flat is the usual method.

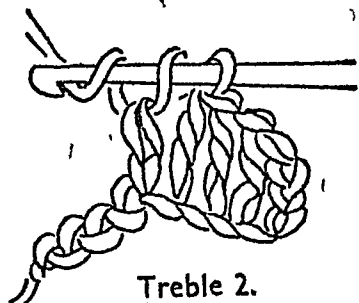
Flat dc.—Make a row of chain. Turn and * insert the hook through both the loops from front to back. Pick up thread with hook and draw back through same stitch, making two loops on hook, then pick up thread with hook and draw through loops. Repeat from *.

Chain
Stitch

Double



Treble 1.



Treble 2.

48. The basic stitches of crochet—chain, double crochet and treble.

Ridged dc.—Insert the hook only in the back loop of the two loops seen at the top of the stitch, instead of through both loops from front to back and continue as in flat double crochet

Treble crochet (tr)—*Short or half-treble crochet (sh-tr)*—Pick up thread with crochet hook from underneath, then insert hook in one of the foundation chains from front to back. Now pick up thread with your hook from underneath and pull through to the front, leaving three loops on the hook. Pick up thread again and pull through all the loops on the hook at once. If a ridge is wanted, always put the hook in the loop at the back of the stitch when working short treble, as in ridged double crochet, $3ch=1\ sh-tr$.

Double-treble crochet (dbl-tr).—Follow short-treble, but put the cotton twice round the hook at the beginning and work off the loops by twos. $4ch=1\ dbl-tr$,

Treble crochet (tr)—With a stitch on hook, thread over hook, insert hook in a stitch from the front backwards, then thread over hook, pull through a loop, then thread over hook and pull through two loops. Now thread over hook and through last two stitches. $3ch=1\ tr$.

Slip-stitch (ss)—This is a joining stitch, and is useful for slipping along or back to other rows. With a stitch on hook, insert hook in a stitch from front to back, then thread over hook and draw through the two stitches at once.

Filet crochet—This is comprised of the two following

stitches. 1 Block (bl).—A block equals 4 trebles, and two blocks are 7 trebles, so that when counting the number of stitches required for a foundation chain, allow 3 trebles for each block and one extra 2 Space (sp).—This is the open part of filet crochet To make a space make 1 tr and 2 ch Miss 2 ch of foundation Repeat.

Chart—In filet crochet you may find a chart easier to work from than following explicit directions In this case the stitches are represented by open squares for "spaces" and solid squares, forming the pattern, for blocks Instructions in this case are confined to giving the number of cotton, crochet hook, and chain for foundation After working from charts for some time it is possible to build up one's own chart, and so save the expense of buying charts You can make simple flower and geometrical shapes with blocks and spaces, and give an edging of crochet loops

Picot (p)—This is a "finish" to an edging Work 5 ch ss into the 4th chain from hook, then make 1 ch This can be varied in size by making more or less chain forming the picot

Edging—When edging round or square mats or napkins, baste a very narrow hem in place then with a large unthreaded needle in sewing machine, stitch around the edge close above the top of the hem, to give a series of uniformly spaced holes large enough for the insertion of the crochet hook When edging is finished, remove basting thread.

Use same method for towels with no hem-stitched ends.

To Finish Off.—Damp and iron on the wrong side, pulling out any picots as you iron

Hints on Crochet—To avoid twisting the threads, keep the thread in a box on a lower level than the work

Making a join.—Put the end from your new ball across the centre of the end left from your work Put your finger on the second end, just below where the first end crosses it, then take the thread below your finger, cross it over the first end and under the second Take the second end, put it over the two threads and under the third Draw the knot up tightly, and cut off loose ends

To increase—Work two or more stitches in one loop

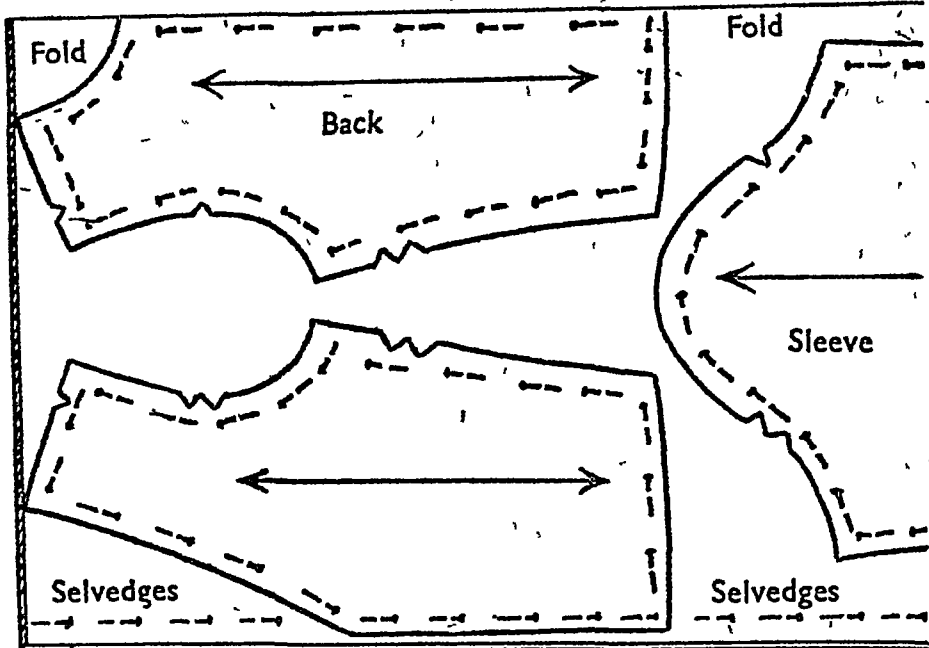
To decrease—Take up two stitches and crochet together.

To crochet corners easily—

The corners on squares are often difficult to turn. If you stand a mirror with a narrow frame up right on the lace, adjusting it until it is at right angles with the lace, you will be able to crochet the corner much more easily by studying the reflection of your work in the glass

Washing crochet—White crochet borders and other trimmings should always be washed before they are sewn on to linen articles. Soak in cold water, wash in a warm, soapy lather, and iron while damp

To stiffen crochet—Dip the crochet in milk after washing and dry in the usual way.



49 How to lay pieces of pattern on doubled material The arrows show the direction in which the straight thread runs.

Cutting Out.—Following the instructions given with the diagram, spread out your material on the table. If the material is exactly the same width as that given in the diagram, follow this exactly. If the material is not the same width, you must be extra careful when placing the pattern on material. You should choose the pattern first, and buy material of the width required. Here are some general hints on cutting out —

1 If the material is to be folded in half lengthwise with the two selvages together, place selvages exactly on top of one another, and pin together every two or three inches to avoid slipping. Don't trust to centre fold of material. It is not always true.

2 Lay the pieces of your

pattern on material according to diagram, and pin through both thicknesses of material, if doubled, here and there securely.

3 If you are using a different width of material from that suggested, arrange the large pieces of the pattern first, seeing that those you are told to place to a selvage are so placed, and that those which should be placed to a fold are placed to a fold. Pin securely. Fit small pieces of pattern into space left as economically as possible and secure these by pinning. Don't attempt to cut out until every bit is placed.

4 Remember that the straight thread should always run lengthwise. For example, waist to hem, shoulder to wrist when a

sleeve is full, and shoulder to elbow when a sleeve is shaped.

5 If material is checked, take care to match up checks both across and lengthwise at the seams

6 See that stripes match at seams when cutting out striped materials. If a very broad stripe figures in material, place the centre back and centre front of pattern to the centre of the stripe when cutting out back and front

7 If the material is flowered, make sure to cut out parts so that the flowers are all "growing" upwards when the garment is stitched together. Follow the same method when cutting out chair covers and other soft furnishings

8 Always pay special attention to any remarks about turnings in instructions. If not allowed for, place the pieces of your pattern just enough apart on your material to allow for good turnings

9 When planning to cut out sleeves, see that the pattern is arranged straight down the material lengthwise. It must not be at all on the slant, or the sleeve will not set right when inserted

10 Secure patterns carefully to material with pins along the sides and round each corner. If material is reversible, mark the right side of each piece with a pin before tacking up

11 If you want to have extra turnings anywhere, mark with a line of pins

For the actual cutting out, hold the material firmly on the table with the left hand, and cut

with even strokes, remembering to leave the turnings suggested in the instructions. The broader blade of the scissors should be on top when cutting out. Don't snip, take long, clean cuts, as quickly as possible and try not to raise the material any more than necessary. Ignore all notches when cutting out. Cut each piece out before starting on the next. Don't unpin the paper pattern from any piece of material until all the cutting out is finished. Keep all corners as sharp as possible

Darning.—This is the name given to the process of joining the sides of a tear by weaving the edges of the tear together with a thread or strand of wool matching the material as closely as possible. It is a particularly suitable method for repairing holes and worn parts in woven goods, such as combinations, socks, stockings and vests

Equipment.—Assorted darning needles, cotton, wool and silk to match damaged materials, slightly finer than the material itself, a darning "mushroom," glove darning, thimble, and small scissors

Method.—To darn a tear, worn part, or hole caused by wear, choose thread, silk, or wool nearly as thick as the thread, silk or wool which makes the weave of the article to be darned, and try to match the shade and texture as closely as possible. Always darn woollen materials with wool, cotton with cotton, and silk with silk. If using a darning "mushroom" or darn-

ing ball, do not strain the hole or tear over it, or the darn will bulge when the "mushroom" or ball is removed. Follow these hints for all kinds of darning —

1 Cut away any loose threads, and neaten off edges into a square if possible

2 Remember that the strain of the darn should be equally divided, so see that the repair not only covers the whole tear or worn part, but encroaches all round the edge on sound material, otherwise the repair will not last

3 Lace tears together with a single thread or strand of wool, then darn in and out across the lacing with double thread or wool, according to material to be darned

4 Never attempt to shorten your labour by using wool or thread thicker than that of the worn material or the darn will be clumsy

5 Work darns on the wrong side of the material, except stocking web darns, darning first up and down, and then across

6 Don't draw wool or thread tightly when darning. Leave a tiny loop at each end to allow for stretching

7. The usual stitch used in darning is the running stitch

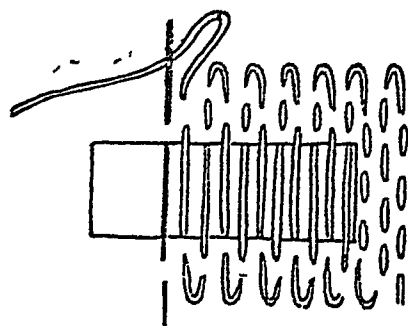
Gloves, to darn — *Fabric* — Darn left hand on the hand, and right hand on a glove darning. Follow method given for darning stockings, if woollen, and for darning linen if of cotton fabric

Leather — Use a three-sided glove needle. Thread with silk or strong thread to match the

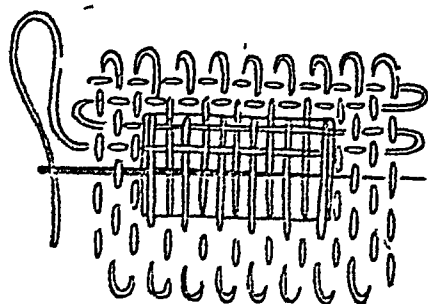
gloves, in shade. Buttonhole all round the edges of the hole, then fill hole with closely worked buttonhole chain. Work it round and round, gradually narrowing the circles till the hole is filled. When darning a split between the fingers, use the same stitch, but work longways instead of round and round.

Ladders — If of fine texture, weave darning needle under and over, taking up every other thread from the start to the end, where there will be a little loop. Now weave into the loop and back again, taking up the threads left before. If of coarse texture, use a fine steel crochet hook to draw up ladders

Linen — Insert darning needle about $\frac{3}{8}$ inch above and to the side of the hole. Take up one or two threads of the linen and skip as many. Continue until about $\frac{3}{8}$ inch below and to the side of the hole. Repeat these rows backwards and forwards the way of the warp, always taking up the thread skipped in the preceding row. When you come to the actual hole, draw the thread right across it, and take up the threads in the corresponding line on the other side. Continue to darn backwards and forwards to the other side of the hole until about $\frac{3}{8}$ inch beyond it. Now turn the work. Darn the wool in the same way, taking up and skipping the warp thread alternately where the cotton crosses over the hole. This kind of darn is generally used for mending materials which do not require an invisible darn



First stage



Second stage

50 *How to darn linen*

Stocking Web—There are various ways of darning stocking web, and here is one of the simplest. Cut the hole to make edges neat, then pull any fluff off the loops at both top and bottom. Now, inserting darning needle horizontally on the wrong side, run horizontal lines back and forwards, darning under and over two loops at each side, to make darn secure. Now turn work on to the right side, and, inserting the needle close to the first stitch in the upper left-hand corner, darn downwards, picking up the first horizontal thread from under, covering the next, and repeating till you come to the last thread. Then, passing the needle downward and to the left

of the nearest stitch, bring it back to the right of the stitch in which you inserted it. Now darn a second row, keeping your thread to the left-hand side of your needle. When you reach the top thread, insert needle in the loop it came out of, and draw the thread one stitch to the right to begin your third row. When darning woollen stockings or garments, try to obtain the same kind of wool the stockings or garments are made of.

Thumb-nail Holes—Turn stocking inside out. Slip in darning "mushroom." Draw hole over this and oversee edge of hole to prevent bulging, by running a thread through loops round hole, then fasten off thread. Now darn parallel with the ribbing then carefully darn in and out horizontally. Leave a loop at end of each row. Don't cut off loops until stockings have been washed. If preferred, keep darning thread fairly loose, when it will be found unnecessary to cut it after washing.

Straight Tears—Tack the two edges of the tear together, right side out, over a piece of paper in order to keep the edges in position. Thread needle and darn across tear, one way only, by slipping the needle through the thickness of the cloth $\frac{1}{8}$ inch from the edge, and carrying it backwards and forwards from side to side, in very close rows. Make the stitches rather loose to prevent shrinkage in washing. Use this method for darning tears in curtains and household linen.

Triangular Tears—First lace the two edges together with the

darning thread, then turn material to the wrong side, and, holding the two edges of the tear together, between the thumb and forefinger of the left hand, run the thread along the outer edge for $\frac{1}{2}$ inch, and bring needle out at the top left-hand side of the tear $\frac{1}{4}$ to $\frac{1}{2}$ inch from the edge, according to the kind of material. Now, insert needle in tear and bring out on the opposite side the same distance from that edge and sew in this way alternately to the end of the tear. This is known as a "fishbone" darn. When a garment is frayed at the edges of a tear it is necessary to strengthen edges with darning until the stitches of the woof are in a line with the stitches of the warp, and vice versa, before beginning the fishbone darn.

Twil—Darn hole vertically, then horizontally in the following way take up two threads and miss two. In every succeeding row, take up two, one of which has been taken up in the preceding row, and one missed. This will give the necessary twilled appearance.

Embroidery.—In olden days, every needlewoman prided herself on her skill in embroidery. Then, little girls had their first lesson on a sampler, working first in cross-stitch. When that was mastered, followed lessons in feather-stitch and herring-bone, then in more advanced stitches. In those leisured days, it was considered just as important to be expert with the embroidery needle as with the rolling pin. When you start to embroider, learn to do chain, stem and satin

stitch as well as those I have mentioned. When once these are mastered, it is possible for the embroiderer to tackle quite ambitious work. Many needlewomen never trouble to learn more. If you are a beginner, it is wise to ask the advice of an expert when buying thread, silk or wool for working a design. If you draw your own design and transfer it to the material of your choice, the result will be more individual than if you buy material with the design already stamped on it.

Equipment.—1. *Hoop frames*—These keep the work from puckering. They usually consist of two wooden rings, one fitting closely over the other. To use these frames, stretch material over the smaller hoop, then slip the larger hoop over the material to hold it in position. Select a hoop frame with a tension for keeping material taut.

2. *Needles.*—Choose needles suitable for your work. Crewel or embroidery needles for embroidering with silk or mercerised cotton, etc.; punch needles (larger needles with flat blades) for punching holes and for all kinds of punched stitchery; wool needles (with blunt points) for embroidering on canvas as well as for wool embroidery.

3. *Scissors.*—Choose a good pair of slender embroidery scissors with sharp points.

4. *Stiletto*—This is necessary for broderie Anglaise.

5. *Tweezers*—Used for drawing threads for hemstitching, etc.

Materials.—Choose linen of

even texture for drawn-thread work of all kinds, linen, crash, linen lawn, and all cottons for embroidery with silks or mercerised threads, canvas for tapestry embroidery and wool. Choose fine, medium or coarse thread according to the texture of the material on which you are to embroider.

Transfers.—The following hints will be found useful in choosing transfers for embroidery—

1. Choose a yellow transfer for dark fabrics and for yellowish material.

2. Choose a blue transfer for white and cream fabrics.

3. To transfer design to material, place on a table or ironing board, covered with a very smooth pad. See that the right side of the material is facing upwards.

4. Test heat of iron on numbering or lettering on transfer, then cut this off.

5. Place blue transfer face downwards, on the right side of the material on the spot which you will embroider, except in the case of organdie or voile, which should be stamped on the wrong side. Fasten it down with small pins, keeping clear of the outline.

6. Yellow transfers require less heat. Place two thicknesses of paper between the iron and the material, pressing iron slowly and evenly over the transfer. If the design is too faint, remove one thickness of paper and press again.

7. If on testing, marks are thick or blurred, the iron is too hot; if the marks are faint, it is

too cool. Uneven marks mean that your ironing pad is uneven or the iron has cooled.

On thin, transparent materials. Tack the transfers smoothly beneath material. Chiffon, georgette and net should all be prepared in this way. When embroidering put your needle through both the transfer and the fabric. When the design is completed, tear the transfer away.

On pile materials.—To transfer designs on to material, such as velvet, choose one of the following methods:—

1. Tack transfer smoothly over right side of material. Embroider through the transfer and material then tear away the transfer, reversing the method for organdie and voile.

2. Flatten the nap by ironing it smoothly down. Cool, and iron on transfer design. Embroider as you would a smooth material, then steam on the wrong side to raise nap.

Facings.—A facing is really a mock hem, made of an extra piece of material instead of by turning in an edge of a garment. There are three kinds of facings:

1. Bias-cut for bias edges. 2. Straight-cut for straight edges. 3. Facings cut to shape with the help of the pattern used for the garment.

1. **Bias-cut Facings**—Cut strips on the bias.

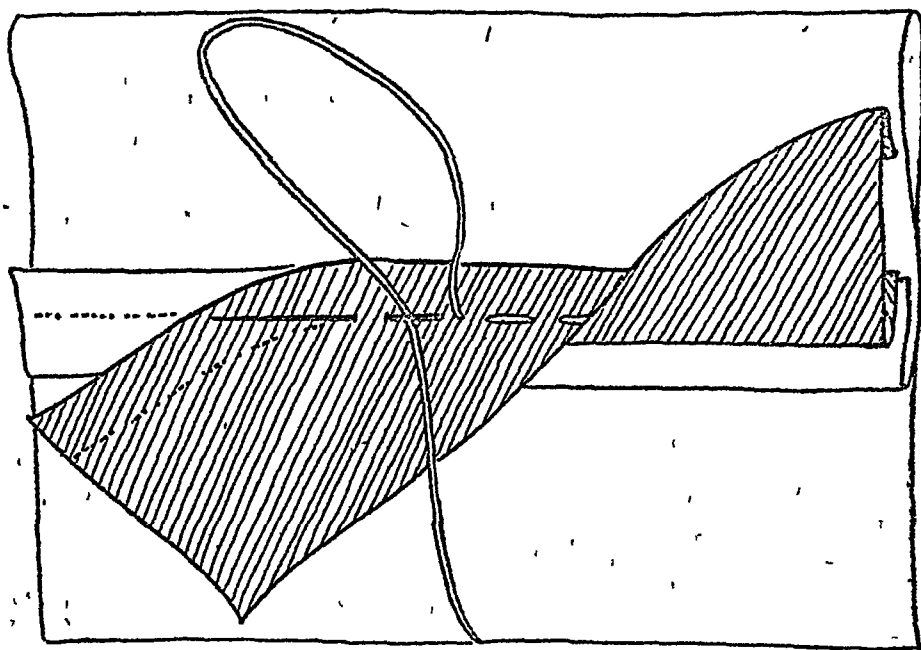
2. **Straight-cut Facings**—Cut strips of material, usually about $1\frac{1}{2}$ inches wide, or to suit.

3. **Shaped Facings**—Cut material to a depth of $1\frac{1}{2}$ to 2

inches with the weave of the material running the same way as in the garment

Sometimes facings are called false or mock hems. They can be used to finish off any edge, such as collar, neck-line, armhole, rever, etc. They are also useful for lengthening out-grown garments, or smartening frayed edges of frocks, etc

facing is wanted as a trimming, place wrong side uppermost to the edge of the wrong side of the garment and stitch. Turn over and press the strip on the right side of the garment, then turn in, tack down smoothly, and machine-stitch. When making facings of this kind, the garment is usually patterned and the facings plain or vice versa.



52 *Making a false or mock hem to be used as a facing.*

False or Mock Hem.—When wanted as a finish only, place the facing strip, 2 to 4 inches wide, to the edge of the garment, right side to right side, edges even. Tack $\frac{1}{4}$ inch from edge and stitch. Press strip down along the seam, then turn on to the other side with join $\frac{1}{4}$ inch from lower edge of garment on the inside. Turn in narrow hem. Tack and slip-hem. Press down. If a

Shaped Facing, to apply.—Place the pattern on material, taking care to have the selvedge threads running in the same direction as the selvedge of the garment when the facing is attached. Place the right side of the shaped facing to the wrong side of the garment. Stitch and turn over to the right side. Turn in, tack neatly, and hem by hand or machine-stitch.

Faggoting.—This is a kind of mock hem-stitch, generally used for joining two edges, such as a hem to a garment, or a ribbon edging to lingerie. Work it with embroidery thread to suit the material.

Lay neat hems on both edges of material, or on the hem of material and edge of ribbon. Tack the edges on to thick paper exactly $\frac{1}{4}$ inch apart. Draw your needle and thread through to the right of the lower edge, then take a straight little stitch, exactly above in the upper edge, inserting the needle from the right side through to the wrong side. Draw up. Place needle under the bar-stitch from left to right, pull up and repeat. This makes two twists of the thread round the bar.

Now put the needle in the lower edge as near as possible to where the bar started, and draw it through the hem or ribbon, $\frac{1}{4}$ inch to the left, and bring it up, and start the second bar.

Fastenings.—Buttons and Loops.—Buttons are sometimes fastened with loops instead of being slipped into buttonholes. To make latches or loops, top-sew loosely half a dozen times, then blanket or loop-stitch, or buttonhole-stitch the strands into a latch or loop. Latches or loops are frequently used for fastenings on coats, capes, etc.

Hooks and Eyes.—Sew on with strong cotton, or with silk twist. Buttonhole or blanket-stitch round the rings. You can also oversew down the shank of the hook to make it doubly firm.

Press Studs.—Sew on with strong cotton thread or silk twist. Use black for dark materials and white for light materials, if you are not able to buy thread to match the material. Blanket or buttonhole stitch thrice in each hole. When passing needle from one hole to the other, insert needle beside the last stitch, and slip it through the next hole. On no account allow a long stitch to show from one hole to another. Sew the knob half on first, press against the underside of the placket, and sew the sunk half to the underside over the mark.

For Household Linen.—Buttons of a washable nature, or unbreakable ones of rubber, are chiefly used for fastening household linen, such as pillow-slips and bolster-cases. Buttons should be held a little away from the material when sewing, with the stitches between the button and the linen or cotton-wound round closely with thread to form a stem. In this way the button will stay on much longer and survive many launderings.

Fitting.—If it is necessary to fit yourself, and you haven't a dress form with your measurements, stand in front of a full-length mirror in a good light, and let a fairly large hand-glass help you to check up on all parts. When fitting for the main seams in the early stages of dress-making put on the garment wrong side out, otherwise it is difficult to get at the seams for alterations. The only exception to this rule is when the garment is to be French seamed, which

means that it will have to be tacked on the right side.

When fitting for the main seams in the later stages of dress-making, fit with the garment right side out. Begin to fit a frock or coat the right side from the front, then fit the left-hand side from the back, inserting the pins downwards, then note the length, and see if any alterations are required. If too long, take up a deeper hem, or cut off surplus material. If too short arrange for a false hem.

The usual places for altering a dress are at the armhole curves, wrist-line, shoulder seams, side seams and waistline. Unpick all tacked seams where fitting is required, as you may have to pare off some of the material from only one side of the seam.

Above the Bust.—If the material sags or wrinkles round the neck, pin garment to your brassière at the level of your bust, then unpick the shoulder seams and mould material upwards from the bust, and re-pin to the back. The front turnings, you will find, now do not correspond on each side. Trim and re-tack.

Remember always to leave large shoulder turnings to allow for fitting alterations. If the material wrinkles across the front or back neck-line, snip little cuts to allow for expansion, rounding out the neck curve to the depth of the cuts afterwards.

To remedy a loose-fitting neck, pin dress to brassière at the level of the bust, then unpick shoulder seams and make them deeper at

the ends of the neck-line only. If loose only at the back of the neck, make 5 tiny pin-tucks, an inch or two deep at the back.

Across the Bust.—If you find the dress is dragging across the bust and back, unpick the side seams and refit under the arm-pits, but not tightly.

Raising from Shoulder Seams. If the garment doesn't hang straight, first pin it to your brassière at the level of the bust, then unpick the shoulder tackings. Now raise or lower the material at fault. Sometimes it will be necessary to raise or lower the whole of a shoulder seam. Adjust until the garment hangs straight. The tacking may not have been carefully done, or your figure may not be symmetrical. In the latter case it is wise to fit both sides of the figure.

The Waist-line.—Horizontal wrinkles immediately below the back waist-line should be remedied by fastening with pins a horizontal dart tapering at both ends, and quite deep in the centre, along the back waist-line. If the wrinkles occur on a dress with a join at the waist, make deeper turnings on the join in the centre.

To Fit a Skirt.—First mark the centre-front and centre-back of band, and give band the fastenings that will be used, usually hooks and eyes. Fasten band and fold at centre-front and centre-back. Now pin the centre-back of skirt to centre-back of band, and the centre-front of skirt to centre-front of band, then arrange remainder of material

with regular fullness, and pin

If the skirt seams do not hang straight from waist to hem, unpick offending seams and manipulate the back edge of the material until you get a straight line, then pin in place. Trim bottom edge of skirt if necessary.

To alter a skirt that doesn't lie flat in front and is shorter in front than at the back, lower the centre-front as much as the turnings will allow. If this isn't sufficient raise the skirt front at the sides till the bottom is level. Shorten the back to correspond.

To Fit Sleeves.—Run a gathering thread round top of sleeves, $\frac{1}{2}$ inch from the edge. Put sleeve on. Pin the top to the fitting line with the straight thread of sleeve running in a line with the top of the armhole, immediately opposite the *under-arm seam*. Note that the sleeve seam falls in a line with the under-arm seam, or is probably an inch in front.

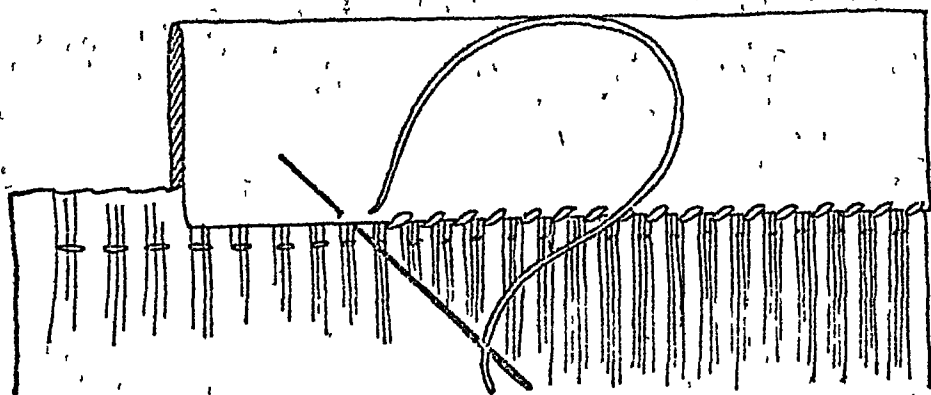
If sleeve is to fit tightly, bend your arm to make sure you have enough room for movement, and pin the elbow point to act as a guide. Make sure the sleeve is long enough at the wrist. If too long, trim off surplus material. If too short, arrange to face sleeves. If making a coat, and sleeve is too short, give it cuffs. If cuffs are allowed for, make them deeper if necessary.

Gathering.—The object of gathering is to straighten out any fullness, the method used depending on the material, and the effect you want. Always gather from selvedge to selvedge. Run along material in a straight line

on the right side with regular stitches, catching up a tiny piece of material half the length of material passed over by needle and cotton, so that the stitches on the right side are twice as long as those on the wrong side.

Measure the "gathers," and the band or armhole to which they are to be fitted. Divide material and band or armhole into 4 sections. Pin the material, quarter by quarter, to the band or armhole, then draw up gathering thread tightly to fit band or armhole, and twist it round a small needle or pin at the end of gathers to prevent them slipping. If you are gathering a very narrow piece of material, it is not necessary to divide it into sections.

To Stroke.—On very fine material, stroke gathers so that each is uniform with the other, taking care not to injure material. Take the work in your left hand, and hold the gathering thread firmly between forefinger and thumb. With the eye-end of your needle carefully stroke each hollow downwards for about $\frac{1}{2}$ inch in a straight line, beginning at the first gather. To make gathers lie even flatter, stroke above as well as below the thread. Remember, before stroking, to draw the thread up and secure it tightly. When stroking is finished remove pin or needle fixing the thread, and let out the gathers to fit the band for which they are required. Place edge of band immediately above gathers. Tack on band with a sloping stitch, called the "setting-in."



53 *When setting gathered material into a band, use a sloping stitch, called setting-in stitch, so that the gathers are not disturbed*

stitch, so as not to disturb gathers

Setting-in-Stitch.—This tacking stitch is a kind of hem-stitch. Place the point of your needle in front of the first gather, and bring it out immediately above first gather. Draw out thread, then insert below where it came out, so that a straight stitch is formed. When right side is hemmed, secure gathering thread, then turn work and set-in the wrong side of gathers in the same way.

Gauging.—Gauging consists of equidistant rows of gathers. When gauging, make a large sound knot at the end of your cotton before running each line. When all the rows are "run," draw up each thread in turn, and secure with a pin at end of each line. To gauge neatly, take care to make your running stitches all the same size.

Hemming.—This is the stitch usually employed for securing edges of materials, and for fastening down edges of seams. First

see that the edge of the material is cut straight with the line of the thread, then fold down on the wrong side to the width you want, usually about $\frac{1}{8}$ inch. Make a second fold of the same width. To ensure edge of material being straight you can draw out a thread as close as possible to the edge, then draw another thread to mark the spot where you wish to stitch. I don't advise the latter method in plain needlework, but if followed, fold in edge about $\frac{1}{8}$ – $\frac{1}{4}$ inch depending on whether the hem is to be narrow or wide, then turn down hem and tack just above the second drawn thread line, and hem along it.

To hem, insert needle at right-hand end of fold, pointing outwards at an angle of 45° . Draw needle out and tuck ends of cotton under the fold to the left. Work from right to left, securing the ends of cotton during the first few stitches. Insert needle in material below hem at an angle of 45° , pointing inwards, and

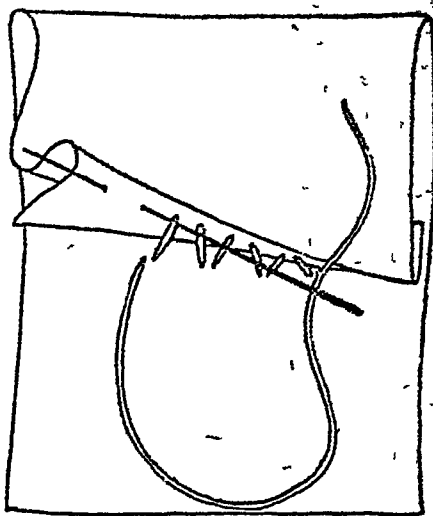
bring it out through the edge of hem slightly to the left in a sloping stitch. The hemming stitch should always be regular in size and slope and seen clearly on both sides of the material. Draw cotton taut, then repeat operation, each stitch equidistant.

Hems.—If edge to be hemmed is straight, make a double turn on it. The average depth of a hem is from $1\frac{1}{2}$ -2 inches in the bottom of a skirt or coat. Make a deeper hem on garments for growing children.

Plain Hem—Turn up $\frac{1}{4}$ inch edge, then turn down hem to the depth required, and tack, then "slip hem," which is to pick up a small stitch in the material, then slip the needle through the fold of the hem. The stitches should not show on the right side. Suitable for lighter fabrics.

French Hem.—Turn up the bottom edge on to the right side, when the skirt should be the exact length required. Machine-stitch all the way round, $\frac{1}{4}$ inch or less from the fold. Trim the raw edge to $\frac{3}{4}$ inch all round, then turn it over the fold, and turn in edge so that the hem comes exactly above the machine-stitching, and hem over the stitching. Use this for artificial silk, fine cotton or silk, and for circular skirts.

To Hem Skirts of Heavy Fabric—Turn down bottom edge of skirt to wrong side. Measure and check length, then trim the turning to the same depth all round. Place binding flat in position on the edge of the hem, and then machine-stitch along



54 How to slip-hem

the edge of binding. "Slip-hem" the top edge of binding to the skirt.

Hem-Stitching.—There are many varieties of this stitch. In every case, threads must be drawn horizontally to ensure evenness of work. Sometimes hem-stitching is used to finish off embroidered table and bed linen, as well as towels. It is also used a great deal on lingerie, and on linen coats and frocks.

To prepare work for.—1. When hem-stitching is to be used on a hem, turn in a narrow edge, then tack down hem, and draw horizontal threads consecutively the width of about $\frac{1}{4}$ inch.

2. If it is to be worked in the interior of a piece of embroidery or garment, where no hem is possible, draw the threads at spots marked for hem-stitching, cut at each end, and remove. When a hem is to be hem-stitched, see before tacking that

the hem is turned in just to the edge of the drawn threads.

To Hem-Stitch—Work from left to right, holding the material or hem with the wrong side towards you. Now draw your needle, threaded with a fine thread, through at the inner edge of the hem, so that the knot is hidden in the hem. Then take up on your needle four strands in the drawn part of your material, from right to left. Now insert needle again diagonally behind the four strands or welt threads, piercing the hem at the back, and coming out just to the right of the group of the threads on the front. If you pull up the thread, the part round the strands will draw closely together. Now make a small stitch into the edge just beyond the four strands to keep the pulling thread firm.

To make a hem-stitch bar—After finishing one edge, turn the material and hem-stitch inner edge in the same way, but take care to catch up the same group of threads as before.

Knitting.—Equipment.—

Needles, to choose—Choose bone, ebonite, steel, vulcanite or wooden for large pieces of work, such as cot covers, frocks, jumpers and shawls. They are sold in sets of two, some fitted with knobs to prevent dropped stitches. Choose these for flat pieces of work, and a set without knobs for round or tubular garments. Choose dark needles for working with light thread or wool, and light ones for working with dark thread or wool. Carefully inspect the

needles before buying to see that there are no flaws on which to catch the silk or wool. If a flaw appears, rub the place with emery paper till smooth. Needles are usually made in sizes 1 (coarse) to 12 (fine).

Choose steel needles for socks, stockings, ties, lace edgings, of a suitable size to match the thread used. They are usually sold in packets in sets of four, in sizes from 10 to 24.

Shields—These, resembling thimbles, are made in pairs, attached by elastic. They are cheap and protect the points of the needles when not in use.

Cotton—Use crochet or mercerised cotton to suit the design.

Silk—Use artificial silk for jumpers, frocks, scarves and jerseys, natural or spun silk for gloves, jumpers and scarves, super knitting silk for scarves and socks, and super hose silk for all kinds of hosiery.

Wool—Use fingering, Scotch or super-fingering for stockings, jumpers, underwear, and children's frocks and coats in coloured or in heather mixtures, Scotch petticoat yarn for golf-coats, scarves, 4-ply fleecy wool for scarves, bedcovers, bed-jackets, 2-ply Shetland wool for shawls, bed-jackets, etc., medium Andalusian wool for infants' garments, socks, shawls, etc.; brush, teazle or rabbit wool for children's wear, as well as for gloves, scarves, caps or golf-coats; pink, natural, or white vest wool for vests and other knitted underwear, curled camel wool in natural shade, grey or

white, Shetland wool or Fair Isle wool for frocks, vests, shawls, jumpers, coats, wraps, 2-ply Himalayan wool for shawls, bed-wraps and infants' booties, socks and vests, 4-ply for caps, scarves, shawls, vests, real Vicuna wool for socks, scarves, frocks, jumpers, and ice wool for scarves and shawls, etc.

Casting-on.—When learning to knit, master "casting-on" before attempting any stitches. To cast on, make a slip loop, with an end long enough for working the number of stitches you wish to cast on. To do this, hold the short end of the wool in your left hand between thumb and forefinger, take the wool from the ball in your right hand, and pass it over the short end so that it forms a loop. Now bend the wool in right fingers under the loop, and keeping loop in position with the thumb and forefinger of your left hand, pass a small piece of the wool in your right fingers up through the loop and draw up to make a stitch. Place stitch on the left-hand needle, then knit a row of plain stitches as long as required for foundation, passing each loop as made on to the left-hand needle. To do this, place the second needle upwards through the first loop.

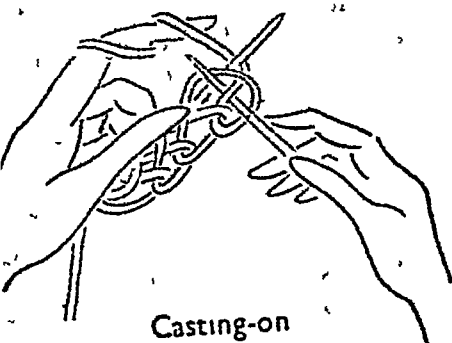
Now, with the wool from the ball in your right hand, twisted round your fourth finger, and passed under second and third, then over your first finger, draw it up between the two needles, then bring the point of the right-hand needle, carrying the wool

with it, through the loop on the left-hand needle. This gives you a second loop. Now straighten out the needles side by side, and slip left-hand needle through stitch, and repeat till you have cast on the number of stitches required.

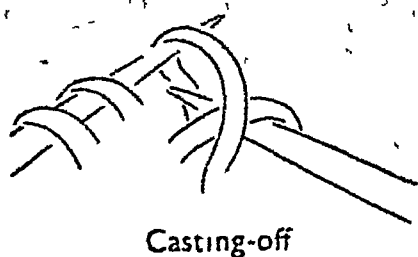
Casting-off.—There are two ways of casting-off. The smoother method is to knit the first two stitches and pass the first over the second, then over and off the point of the needle. Then knit the next stitch and repeat till all are off except one. Break wool, thread end in a darning needle, and pass it through the loop, pulling it tightly, and darn it in. The second method is to knit two stitches together and slip the stitch thus formed on to the left-hand needle. Repeat to end of row.

When you are ready to cast-off, remember that the first method, while giving a smoother result, may produce a rather tight ridge. To avoid this, slacken the wool each time you make a loop. If you are carrying a purl and plain design up to the end, "purl and plain" the stitches when casting-off.

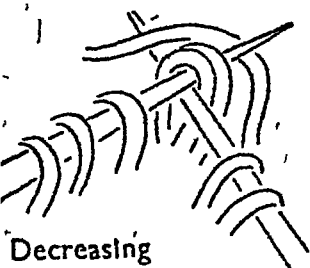
Casting-off a Double Row of Stitches.—See that there is an equal number of stitches on both needles. Now insert the point of a third needle through the first stitch on both needles and knit the two stitches together in plain knitting, then knit the second stitches together. Draw the first stitch on right-hand needle over the second, then repeat to end of



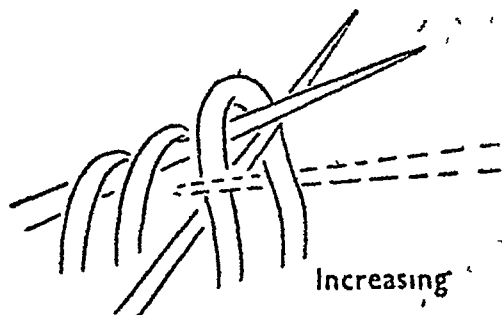
Casting-on



Casting-off



Decreasing



Increasing

55 *The simplest and most popular methods for four processes in knitting.*

row Finish off last loop as in ordinary casting-off

Plain Knitting or Garter-Stitch.—This is the easiest stitch of all. Having cast-on a row of stitches, hold the needle containing the stitches in your left hand, and place the point of the second needle through the first loop at the right-hand end. Now pass the wool, held as in casting-on, over the point of the right-hand needle and draw point of needle, carrying with it the wool, through the loop as you do when casting-on, and then slip the first loop off the left-hand needle, when you have the first stitch on the right-hand needle. Now insert point of right-hand needle in first loop on left-hand needle, pass the wool over the point of

the right-hand needle, and complete stitch as before. Continue to the end of the row. After knitting the first row, always slip the first stitch of each row. This means that you pass the stitch from the left to the right needle without knitting it.

Purl Stitch.—Cast-on a row of stitches. Now, holding the needle with the cast-on stitches in your left hand, slip the first stitch, then bring the wool forward between the points of the two needles. Insert the point of the right-hand needle through the front of the first loop, and pass the wool round the point of the right-hand needle, then draw the point back through the loop, leaving it on the right-hand needle, and slip the old loop off

the left-hand needle. This will leave the wool in front of the right-hand needle

Now insert point of right-hand needle through the front of the first loop as before, pass over wool, and knit and slip-stitch off as before. Purl stitches are used in making seams of socks or stockings and for ribs in socks, stockings, vests, etc. A knitted garment made partly with purl stitches and partly with plain clings closer than one knitted entirely in plain (garter) stitch

Decreasing—When you wish to "narrow" a piece of knitting, there are two ways of decreasing stitches. 1. Knit 2 stitches together, when using garter-stitch. Purl 2 when using purl-stitch. 2. Slip one stitch, knit the next, then pass the slipped stitch over the knitted one, allowing it to drop from needle. When following this method, be sure to slip-stitch with the needle in position as for garter-stitch

Increasing—There are three methods of increasing. The simplest is to draw the thread over the needle when an extra stitch is wanted, and continue knitting as before, but this leaves a small hole. Another way is to pick up a stitch from the row below the row on the needle, and knit into it. The third and neatest way is to knit a stitch in the usual way, but before slipping it off the needle, knit also into the back of the loop, purling the second stitch. It is best to do any increasing at the beginning or end of a row

Dropped Stitches, to pick up.

If possible pick up with a fine crochet hook on the right side. If necessary to pull down part of the knitting, use a finer needle for picking up than that used for the knitting, then transfer to knitting needle

Shaping a Garment.—When you wish to shape inwards at right side, decrease from right side by slipping a stitch and passing it over the next knitted one. To shape inwards from left side end of needle, knit two stitches together.

Measurements, to adjust.—When a stated measurement is given for the length of a garment and its sleeves, this can always be altered by knitting to the length you require before you begin decreasing for armholes and the top shaping of sleeves

In knitting skirts, increase or lessen the stated length before you begin shaping for the waist. This is especially important in the case of children's garments where the length varies for children of the same age

Lingerie, material for.—In choosing materials for lingerie, it is important to remember that while a soft, clinging fabric is ideal for nightgowns, knickers, cami-knickers, vests and so on, it is hopeless for a slip which is to be worn under a billowy lace, net or similar gown. The latter needs a thicker material, such as taffeta or heavy satin. Another point to bear in mind is the suitability of the material for constant laundering. *Café de chine* sometimes wilts in washing, washing satin stands the

wear, and tear of laundering much better. For summer lingerie linen-lawn, cambric and voile are more economical and stand up better to washing than fragile silks.

If you want to make lingerie from a coloured material that can be worn under any frock, oyster, ivory, and pastel shades are safest for day and evening wear.

When choosing materials for night wear, choose soft pastel shades for nightgowns and deeper shades for pyjamas. When a slip is wanted for a transparent frock make it of material to tone with the frock itself.

Pattern for Lingerie.—It is important to choose a paper pattern with a diagram and full instructions attached. Pin the pieces together, try on, and make any alterations if necessary. If you have a full, short figure, choose a pattern with plenty of length, particularly if the material has to be cut on the cross, where a great deal of width is always taken up.

Length is also important for the slender figure. In choosing patterns of knickers, for example, select one with good length from waist to knee, and in the case of petticoats, see that the length from neck to hem is adequate. These are important points to watch since patterns are sold by waist and hip measurements, with little regard to the peculiarity of height.

Linings.—A lining is used chiefly for coats nowadays. If you are making a new coat, cut the

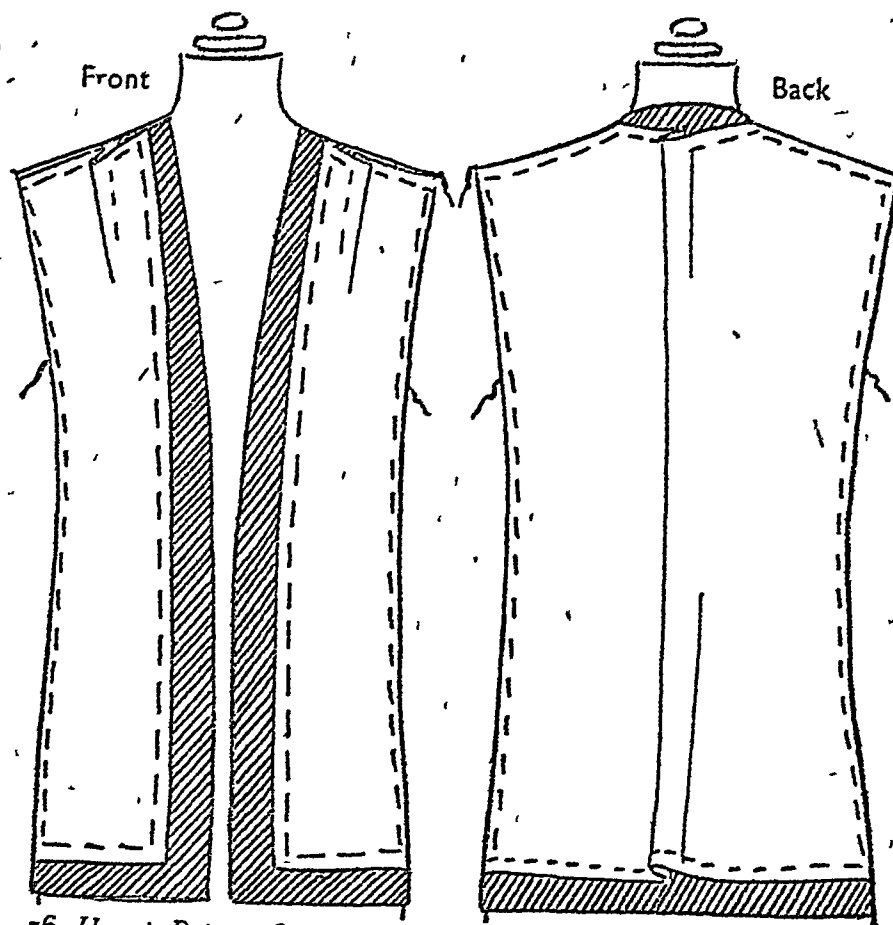
lining from the coat pattern, only take care to make the front of the lining narrower by the width of the front facings and turnings, and the back an inch wider all the way down. If you are re-lining an old coat, remove original lining, press it well, and use it for a pattern.

To Sew Lining—Machine-stitch and hem the side seams and shoulder seams. If you have a dress-form, place the coat inside out on the form. If not, place it on a table wrong side upwards. Now fit in lining.

After arranging it in position, match the lining with the main seams of the coat end of the armholes. Pin in position. Fix the extra fullness in the back of lining into a pleat in the centre of the back. Try on coat, and if you see any sign of the lining straining, unpin and ease the strained part, then re-pin.

Now tack the lining, pinning a little bit at a time to the coat, beginning with the shoulder seams, and following with the side seams before unpinning and tacking other parts. Turn a hem of the lining along the bottom, making it 1 inch shorter than the coat, and machine-stitch down. Slip-hem the front of the lining over the raw edges of the facings. Tack the lining round the neck and armholes to the coat. Make and slip in lining sleeves, wrong side of lining to wrong side of coat. Hem the lining at the wrists, $\frac{1}{2}$ inch up from the bottom edge of sleeve to the inside of the coat.

Lastly, hem the edges of the



56. How to Put in a Coat Lining—Leave an extra inch width of material in the back lining all the way down, and form this into a pleat

lining round the armholes, down over the raw edges of the coat armholes, and the collar over the raw edges round the neck

Machine Sewing.—To use a hand machine place it on a solid table at a height that will enable you to work without straining your arms. Turn the handle steadily—a jerky movement will result in jerky, uneven stitches. To use a treadle machine, start by practising the foot movement,

then practise sewing on an odd scrap of material

Sit on a comfortable chair that is high enough to allow you to place your feet easily and naturally on the treadle when sitting right in front of the machine, facing the needle. Place the ball of your left foot on the upper left corner of the treadle, and the heel of your right foot on the lower right corner, and work evenly.

When you have learnt how to treadle easily and evenly, prepare the machine for sewing. Give the balance wheel a slight pressure with your right hand in the direction in which it should go, lightly press treadle, and start stitching.

The best way to practise stitching is to start on paper, without any thread in the machine, until you are so at home working the handle or treadle that you can stitch evenly. To do this, take several sheets of paper—typing-paper will do—and make lines on these about $\frac{1}{2}$ inch apart. Practise stitching along these lines until you can stitch without leaving

them, then mark one or two sheets of paper into large squares with a pencil, and practise stitching over these so as to become adept at turning corners.

Thread.—Choose thread of a thickness to suit the material, and needles to suit the thread. For a thick material, use a thick thread and needle and a long stitch. For fine thread, use a fine needle, fine thread, and a short stitch. Adapt by altering the stitch regulator according to the thickness of the material. The following table will be found helpful in choosing the correct needles and threads for different materials.—

<i>Materials</i>	<i>Threads</i>	<i>Size of Needles</i>
Very fine cambric, linen, muslin, silk, crêpe de chine	Cotton 100-150	No 9
Fine cambric, linen, muslin, silk, crêpe de chine, etc	Silk 30	
Medium-thick cotton, linen, and silk materials, etc.	Cotton 80-100	No 11
Thick cotton, linen and silk materials, light woollen fabrics	Silk 24-30	
	Cotton 60-80	No 14
	Silk 20	
	Cotton 40-60	No. 16
	Silks 16-18	
Medium-thick woollen materials, and all garments that require strong seams, such as coats, boys' clothes	Cotton 30-40	No. 18
	Silk 10-12	
Thick wool materials, and all heavy garments	Cotton 24-30	No 19
	Linen 70-80	

Keep the stitching parallel with the edge of the presser-foot. Wind bobbins loosely and don't fill them. Take care to keep the rubber ring on the bobbin-winder clean, and replace when worn out.

Tension.—To make a perfect stitch on a machine there must

be equal tension on top and bottom threads. When there is, the lock of the stitch comes in the middle of the material. To lock threads together, the thread from the needle first passes round the shuttle. It is pulled by the take-up lever to catch up the slack, and then finally finishes

the stitch by locking both threads together

It is seldom necessary to alter the tension on the under-thread, as all machines are perfectly adjusted before being put on the market. If, however, it is necessary to do so, as in the case of a second-hand or much used machine, slightly turn the screw which holds the tension spring under which the thread passes, then loosen the screw to lessen the tension. To increase the tension, tighten the screw slightly. To make a correct stitch, it is usually sufficient to adjust the tension on the upper thread, turning the thumb-nut to the left to reduce the tension, and to the right to increase it.

When sewing bias seams, use as light a tension as possible, in order that the thread may be slack enough to withstand the strain of the fabric stretching. The presser-foot, seldom requires changing. The foot should press just enough to keep the work flat. If you press too hard, fine material will be marked.

When stitching fine material, you may require to regulate the thumb-screw on top of the presser-foot by a turn or two upwards. To increase the pressure of the foot, turn the thumb-screw once or twice downwards.

To Complete a Seam—Stop the machine just before the end of seam. Turn handle or treadle until the take-up lever reaches its highest point, then lift presser-foot lever, and draw the seam to the left and back. Take threads in both hands. Bring them

quickly down over the thread-cutter attached to the presser-bar, leaving four or five inches of thread at end of seam.

Care of the Machine—To keep the machine in good condition, cover it closely when not in use, and stand in a warm, dry room. The machine will soon deteriorate if damp is allowed to come into contact with it.

Use a vacuum cleaner if possible to remove all dust and fluff, otherwise use a typewriter brush.

Rub the footplate and any working parts you can reach with a rag dipped in petrol.

Oil regularly with the finest machine oil. Coarse oil will clog the bearings.

Always wipe after using with an oily rag, and polish with a dry, smooth duster.

Before oiling take a stiletto and remove any fluff, oddments of thread, etc., then apply one drop of oil to the bearings where there is any friction.

To apply oil to the underside of the machine, lift the head and turn it back on its hinges till the moving parts are visible, then oil each point of contact.

Use an oilcan for lubricating, and wipe off all superfluous oil, running machine over a piece of white rag to avoid any oil coming into contact with the sewing.

Making-Up a Garment.—Before removing paper pattern from any cut-out piece, mark all round the edge of the paper with tailor tacking, unless the pattern allows for seams, when you should mark through the per-

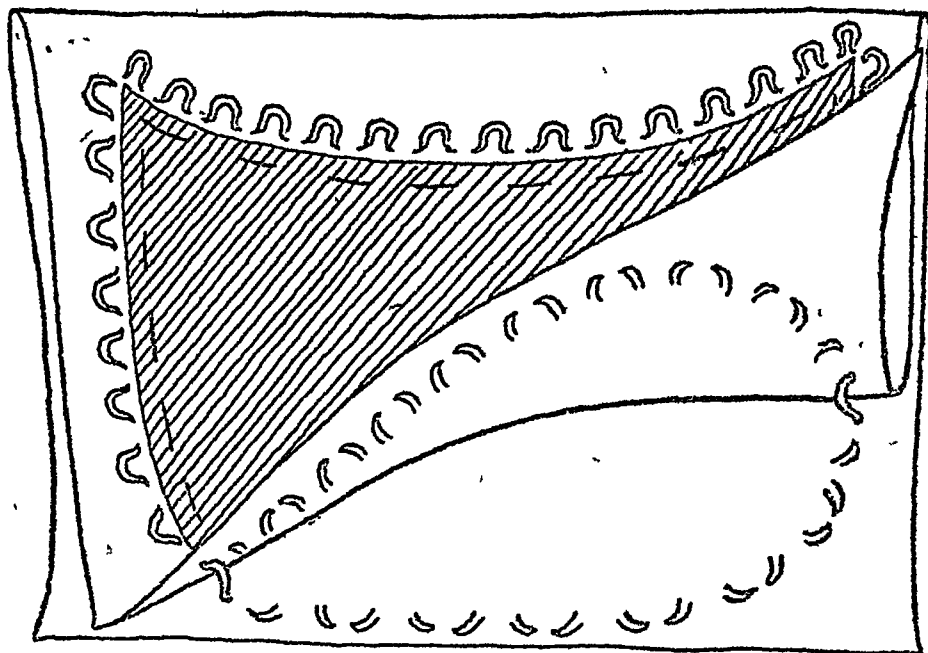
forated lines. There are different ways of marking. Use a tracing wheel for cotton materials, and tailor-tacking or mark-stitching for other materials. Mark all perforations, small holes or lines on patterns to ensure your putting darts, pleats or slots in their correct place. If you are using a tracing wheel, press rather hard, especially when the markings must go through two thicknesses of material.

To Tailor-Tack—Take a long thread of double tacking cotton and tack, lifting $\frac{1}{2}$ to $\frac{3}{4}$ inch, and passing over $\frac{1}{2}$ to $\frac{3}{4}$ inch, but leave every second stitch quite loose, so that it forms a loop on top of material. Make certain that all your stitches go through

both thicknesses of material. When you have finished tacking, pull the two layers of material gently apart, and snip the stitches midway between the two layers. You will find that each is marked exactly in the same place and in the same way with short ends of cotton.

If there are any notches in your paper pattern, make a tiny line of tacking from the edge of the material to the narrowed edge of the notch.

When darts have to be marked, partly unpin the pattern, turn it back along one of the dart lines, and tailor-tack along it, then fold back pattern along the other dart line, and tailor-tack the material all along this line.



57 *How to Tailor-Tack*—The lower half of the drawing shows how the material is marked by short ends of cotton after the two pieces have been stitched together, then pulled apart and the stitches cut.

Now proceed with the machine-stitching following the tacking **Marking Linen.**—For simple marking use running-stitch, first pencilling the name. If an elaborate initial is desired, first pad the design with running-stitch, then embroider with satin-stitch.

If you want to enclose the mark or initial with a circle, outline one with pencil, using an egg-cup or wine-glass for the purpose, according to the size you wish the initialing to be.

A quick method of marking linen is to use a stencil plate and permanent ink. Place the plate over the portion of linen to be marked, dip the brush in the special ink, brush swiftly over the plate, and remove when dry. Be careful in lifting the plate to see that the ink is dry first, otherwise it may smudge.

Materials, to choose¹.—For frocks, choose¹ 36-54-inch wide linen of fine quality, 36-38-inch wide crêpe de chine, gingham, organdie, voile, or any equally wide cotton material for washing frocks. Choose a heavy crêpe de chine, marocain, artificial silk and other silken materials for afternoon wear.

For colder weather choose 24-40-inch wide velveteen, or 54-inch wide light tweed or other wool material. Choose 38-inch wide taffeta, ninon, georgette or satin, or 18-36-inch wide velvet for evening frocks and wraps.

For overalls choose 36-54-inch wide linen, or 38-inch wide

¹ See also LINGERIE.

gingham, zephyr or any other washing cotton material.

Mending.—**Astrakhan.**—An old hand-knitted stocking of the same colour may be used for repairing worn astrakhan trimmings. Pull out the knitting and you have a curly wool. Then, with a large, coarse needle, make a running-stitch over the worn part, leaving loops after every stitch. If you haven't a hand-knitted stocking, knit a piece of wool in garter-stitch. Leave for some time to get curly, then pull out and use as above.

Buttonholes—Trim off very carefully all the old knots. Draw out loose ends of cotton. If very ragged, oversew with fine cotton, then buttonhole with buttonhole twist to match the original colour. Use crochet cotton if desired.

Chamois Gloves.—Wash chamois gloves before mending. Press between dry cloths, and then sew up the rents while still wet, using a fine needle.

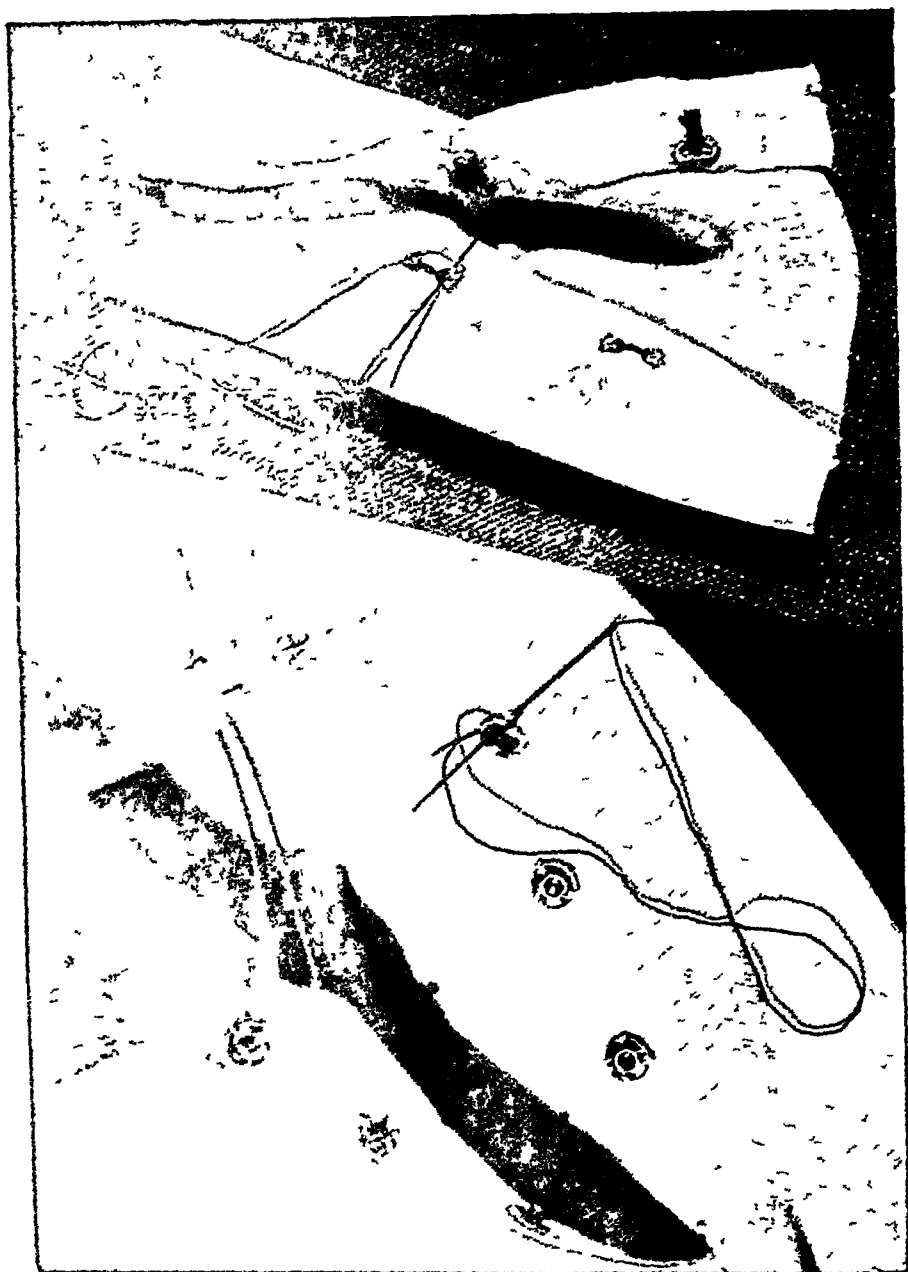
Collars, soft.—If worn part shows when wearing, cut a piece of material of the size required from the tail of the same shirt, and patch neatly. If worn part does not show in wearing, patch neatly with thin tape.

Curtains, lace or net—Take a piece of lace or net as nearly the same mesh as possible, and 1 inch larger all round than the hole to be patched. Dip in thin starch. Press it over the hole with a warm iron.

Home-made Garments.—When making a frock, jumper, overall or any washable garment



HOOKS AND EYES, AND PRESS STUDS



TWO TYPES OF FASTENING

Hooks and eyes (*above*) and press studs (*below*) can be sewn on with button-hole or blanket stitch. You can also oversew down the shank of the hook. Sew on the knob half of the press studs first.

with a pocket, tack a patch of the material neatly inside the pocket. Every time the garment is washed the patch is washed, so that it is the exact shade of the garment when needed for patching.

Ladders.—The moment a ladder appears stop it by dabbing with soap, then darn carefully from side to side across the bars, first securing the loops at each end before starting.

Linen.—A quick way to mend linen is to slip the worn part into medium-sized embroidery hoops. Fix the presser-foot of a sewing machine in order to get the hoop in place, then machine-stitch first one way, then the other way to make a neat darn. This is a good method of mending a worn part of a tablecloth or napkin.

Rugs.—Darn with scraps of wool to match colours in rugs, or fill up holes by looping cut strands through from the back with a rug-hook. Always remove worn rug wool before filling with fresh loops.

Slips.—To give a new lease of life to slips or petticoats worn under the arms, buy a dainty lace brassière or a lace top. Sew on to the top of the slip, then trim off the worn parts of the slip and all the material between the top and bottom of the brassière, leaving only enough to be rolled and whipped.

Sweaters.—If you notice a thin patch or tear in a sweater, and you have no wool to match it, remove any pocket, unravel the wool and use for mending.

Tablecloths.—If the cloth is

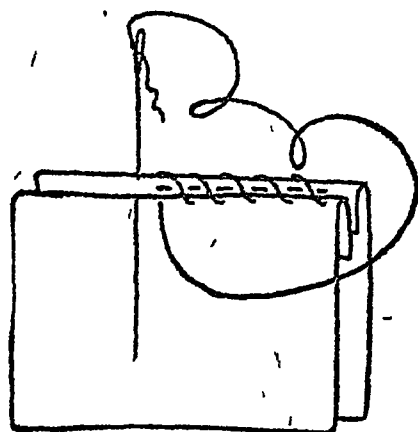
frayed at the edges, trim off edges neatly and re-hem. If the same size must be kept, bind with coloured material to match or contrast, or add insertion and lace. If thin in the centre of the folds, remove a 2-inch strip off one end and side and stitch or hem.

Table-napkin.—If edges become frayed, trim, fold down a narrow hem, and tack firmly all round. Turn back the tacked portion until the napkin and tacked edge of the hem are in a position to be oversewn. Oversew with tiny stitches, using finer thread than that of the material. Press when finished.

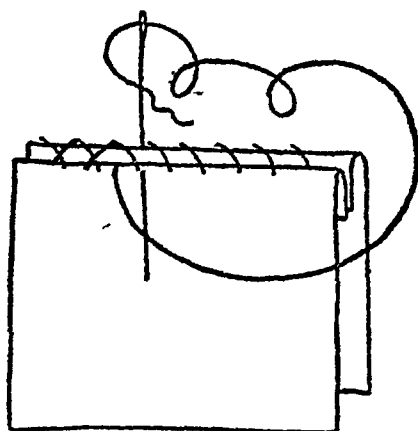
Millinery.—It is a simple matter, whatever the fashion in millinery, to give a clever twist to an old hat and so bring it up-to-date.

To lower a felt crown.—If you have a high-crowned felt hat which you wish to make more fashionable remove the crown from the brim, and with a sharp pair of scissors, cut away about an inch at the bottom, cutting higher in front if it is desired to have a sloping crown. Re-fix the hat to the brim with long invisible stitches, and cover the join with Petersham ribbon or flowers.

To make a hat smaller.—Cut a V-shaped piece out of the back or front, from the brim and crown, narrowing towards the top of the crown. With a stiletto, pierce small holes at intervals of an inch down each side of the opening, and lace these together with matching circular braid.



First stage



Second stage

58. To oversew, stitch from right to left. Fasten off (second stage) with three backward stitches.

To revive an old felt hat.—Place the hat over the spout of a kettle half-full of boiling water, so that the steam is forced through the felt. Place over a basin or hat mould to dry, then brush briskly with a stiff brush. Replace the trimming and renew the head lining.

Oversewing.—This stitch is sometimes called “top sewing,” sometimes “seaming.” It is used primarily as a joining stitch, or for neatening ends of ties, such as tapes, or for applying lace to lingerie. Use when sewing selv-edge or woven edges together, and in making fancy articles.

When oversewing woven edges or selvages, tack them evenly together. No matter what the texture of the material, or the article, only lift the top threads with your needle. If you take too deep a stitch you’ll have a ridge instead of a flat, join.

To oversew, insert the needle at the back of the right-hand edge, catching only the top threads. Pull the cotton through, and working from right to left make the next stitch as close to the first as possible, taking care not to pull the stitches too tightly and making them the same length and distance apart.

To secure the ends of the cotton, draw them, when starting to oversew along the top, and catch them down with your first stitches. *On no account push the ends between the two edges.* When the seam is finished, flatten it on the wrong side with your thumb.

Patching.—When a garment needs patching, try to obtain a piece of the material of which the garment is made, unless it is possible to cut a piece from it to use for patching. If using new material, wash it to remove all dressing. If the garment has faded slightly, wash the new piece and dry it in strong sun-

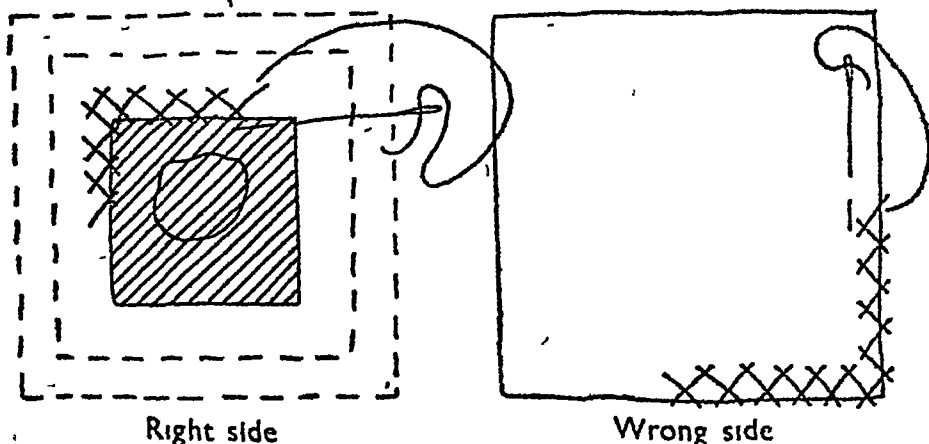
light, or add bleaching powder to the water when washing it.

Equipment.—Assorted needles; tacking thread, sharp-pointed scissors, measuring tape, sewing thread to match material; thimble

Damask Patching.—Use the following kind of patch on damask tablecloths, traycloths, mats, towels, etc. Cut a patch of damask, matching, when possible, the pattern of the article you wish to patch. See PATCHING

square. Extend the stitches for about $\frac{1}{8}$ of an inch on each side of the raw edges

Flannel Patching.—Use this method for patching all flannel garments and household articles. Place the right side of the patch to the wrong side of the garment or article, over the worn part, taking care to see that the selvedge threads of the patch run in a line with the selvedge threads of the garments or article. Pin and press, then tack



Right side

Wrong side

59. *The flannel patch is used on all flannel garments and household articles. Be careful not to draw the stitches too tight or the patch will pucker.*

PLAIN MATERIALS for shape, size and matching of threads.

Place the right side of patch to the wrong side of the article. Tack neatly in place, about $\frac{1}{2}$ inch from the edge of the hole. Trim round the hole on the wrong side. Insert in an embroidery ring, stretching material smoothly before fitting on other ring.

Now slip the worn part under the needle of your sewing machine and stitch backwards and forwards on the double part of the

Now, beginning in the centre of a selvedge side, herring-bone over the edges on the wrong side. When herring-boning the edges, take the upper part of the stitch through both the patch and the article or garment to be patched, and the lower part of the stitch only under the cut edge of the patch (See Fig. 59.) Turn on to right side, and trim off worn part. See PATCHING PATTERNED MATERIALS

Leave from $\frac{1}{4}$ to $\frac{1}{2}$ inch below

the herring-bone stitch. Now, beginning in the centre of a side herring-bone cut edge to the patch on the right side. When making a flannel patch be careful not to draw your stitches too tightly, so as to prevent a puckered appearance.

Patching Plain Materials.—

Use this patch for mending lingerie, bed linen, and all other household linen, as well as all garments made of plain cotton, linen or silk material.

Cut patch large enough to cover hole and thin parts surrounding it, and the same shape as the hole, unless it happened that one edge has to be inserted into a curved seam. Fold in a narrow edge, $\frac{1}{8}$ – $\frac{1}{4}$ inch to the right side of patch, turning in the selvedge edges first. Crease down. Place on the wrong side of the garment with the warp and woof threads of patch running with the warp and woof of the garment. Pin and tack in place. Hem round four sides, then turn and cut the raw edges of the hole neatly all round to within half an inch of the hemming. Snip up the corners diagonally, and turn in $\frac{1}{8}$ inch all the way round. Tack and hem.

Patching Patterned Materials.

Use this kind of patch for mending garments made of checked or striped material, or of fancy materials, such as shirts, frocks, overalls and jumpers. To make a neat patch, you must use a piece of material cut so that the design matches the part missing in the garment. If you are unable to obtain a piece of

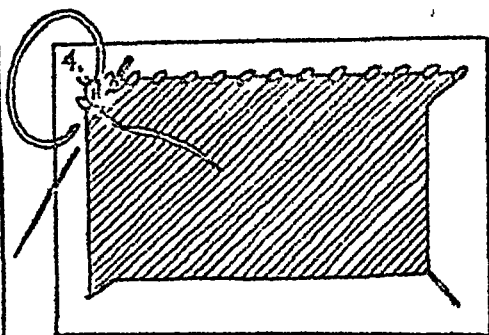
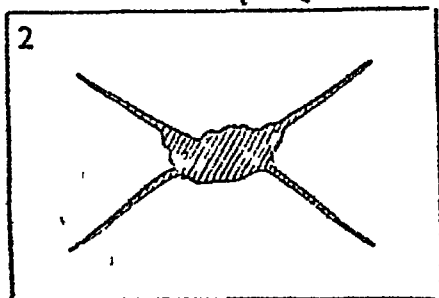
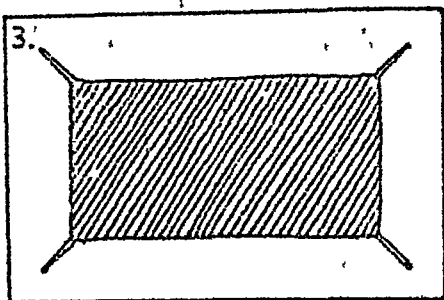
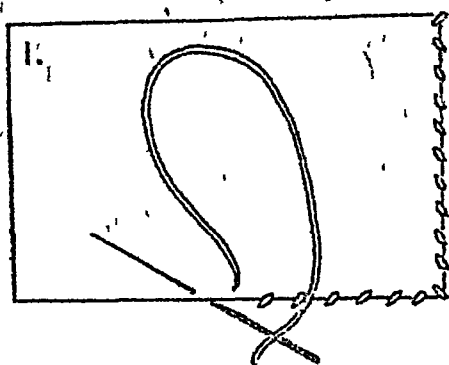
material from the garment, such as from the inside of the hem, or part of a belt, etc., try to obtain a new piece to match, but wash it first.

Follow suggestions given under PATCHING PLAIN MATERIALS for shape, size and matching of sewing threads, but take special care to match the pattern of the patch with the pattern of the material. Patch on the right side of the material.

Now fold the edges of the patch, beginning at the warp side, making folds $\frac{1}{4}$ – $\frac{3}{8}$ inch wide. Pin and tack patch in place on to the right side of the garment. Hem neatly round the edges. Turn garment. Trim off any worn part to within $\frac{3}{8}$ inch of the hemming. Blanket-stitch the raw edges $\frac{1}{8}$ inch distance apart, and $\frac{1}{8}$ inch wide. Take care not to let the stitches go through to the right side. Only blanket-stitch the cut edges.

Stocking-Web Patching.—Use this method of patching for all garments made of stocking-web. It is wise and economical to keep badly worn combinations, vests, pants, etc., for patching lightly-worn ones.

Cut a piece of stocking-web large enough to cover the hole and any worn parts round it. Arrange patch in place on the right side, seeing that the web of the patch corresponds with the web of the garment. Don't fold in an edge. Simply pin and tack firmly round. Apply patch with herring-bone stitch. Turn on to wrong side. Trim away any thin or ragged portions to



66 *How to Patch Plain Materials*—1 Hem all round patch placed on wrong side of garment 2 Trim hole on right side to within half an inch of the hemming 3 Snap up the corners 4 Turn edges under and hem.

within $\frac{1}{2}$ inch of the stitching. Now tack and herring-bone the inside edge

Patterns, to buy—Choose a pattern to your actual measurement. Do not rely on being able to "make do" with one of a different size. Some shops will cut out a foundation pattern for you for a few shillings, from which you can evolve your own individual frocks, coats, and so on. These are a good investment.

If you buy a good pattern of the flimsy kind it is a good idea to cut it out again in brown paper so that it will stand up to a lot of use. This is especially useful in the case of good lingerie patterns which do not date and can be used again and again.

Plackets.—**Neck Placket.**—Slit the opening straight down the centre of the front, using a thread of the material as a guide. Cut a bias strip, $\frac{3}{4}$ to 1 inch wide, and place the right side of strip to the right side of the opening, with the edges together. Machine-stitch $\frac{1}{2}$ inch from edge, gradually tapering the stitching towards the bottom end of the placket, and making an extra stitch or two at the bottom to give extra strength. Press the seam against the strip, turn down a crease along the edge of strip, then turn fold over till it touches the stitching. Hem over the stitching, taking care not to let stitches go through the right side.

Shoulder Placket.—Make opening before finishing neckline. Unpick neck shoulder seam for 3 to 4 inches. Insert a straight strip of lining under the front shoulder seam. Tack and machine-stitch it along the raw edge. Flat-bind the raw edge, then slip-hem it to garment. Press forward the seam of the back shoulder. Cut a straight strip of lining, 2 inches wide and the length of the seam. Machine-stitch. Fold lining over the edge, and back on to the wrong side. Slip-hem edge down on to material. Secure opening with fasteners or buttons and loops.

Skirt Placket.—Leave the top part of the left side seam unstitched from the waist down for 8 to 10 inches, and leave the tailor-tackings which mark the lines of the seam up the placket in position until after the placket is made. Cut a strip of lining $1\frac{1}{2}$ inches wide and 9 inches long, and insert under the turning for top side of placket. Run-stitch to the opening beside the turn-over of seam. Turn over the seam along the fitting line. Machine-stitch along the edge on the right side, keeping stitching in a line with the stitching of the side seam. Bind the edge of the lining and material with Paris or Prussian binding.

To finish off under side of placket, cut a strip of material, the same as the skirt, 2 inches wide and 9 inches long. Bind one end and one side, then place the wrong side of strip to the wrong side of under part of opening. See that the raw edges meet and

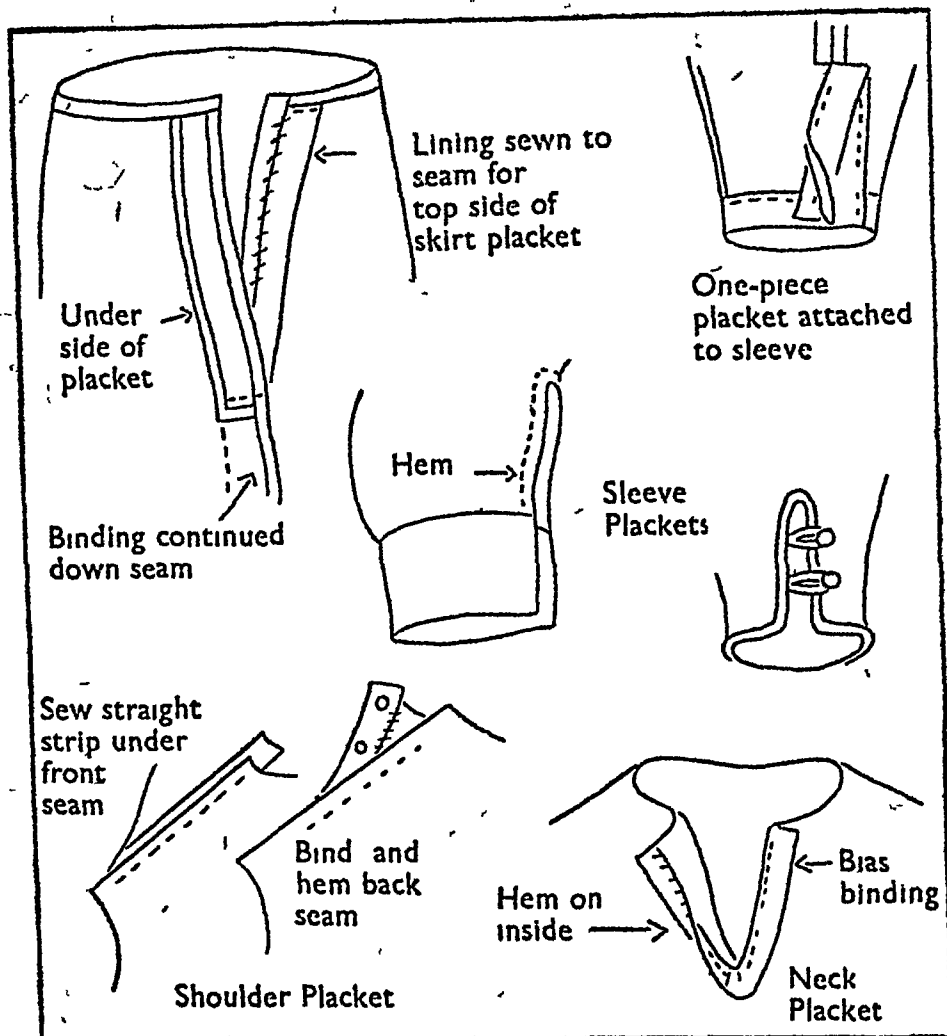
the bound edge of strip is an inch below the end of opening. Bind the two edges together, and continue right down the skirt seam. Stitch neatly across the end of the opening to keep the under and upper parts together. Stitch matching fasteners, hooks and eyes, or press studs to both back and front, 2 inches apart, or closer for a tighter fit.

Sleeve Placket.—If a sleeve is set into a wristband simply hem $1\frac{1}{2}$ inches of the lower edge of the sleeve, about 3 inches back from the sleeve seam, and let this part remain free when fixing on the wristband. If the sleeve is tight-fitting, bind all round wrist edge and placket, and make a neat fastening with buttons and loops.

Pleats.—These usually hang from the top fixture, but are sometimes machine-stitched part of the way down the edge, not falling free till near the bottom edge. To prepare pleats, tailor-tack the perforated lines after cutting out, then, when you are ready to make the pleats fold and tack them down along the tailor-tacked lines and press them.

Box-Pleat.—Allow thrice the finished width of material. Arrange a pair of pleats so that they just touch behind, but with each fold facing outwards away from the other in front.

Inverted Pleat.—This is exactly the opposite of box-pleating. Instead of the folds of the pleat meeting behind they almost meet in front. Tack to the wrong side and press flat.



61. *Plackets should be as neatly made and unobtrusive as possible. They can be fastened with press studs or hooks and eyes as you prefer.*

Knife Pleat.—Arrange pleats so that the top edge of one pleat meets the lower edge of the next pleat. Allow thrice the finished width of material for each pleat.

Side Pleat—These pleats are usually arranged facing outwards from the centre of front. The pleats to the left of the centre front all face to the left, and the pleats to the right, face right.

Pressing Pleats—Tack them in position and place on ironing-board. Take two press-cloths, a dry and a wet one. First flatten the pleats under the damp cloth with a strong thumping movement with a hot iron, remove damp cloth quickly and put the dry cloth in its place. Then press the pleats quickly and firmly again with iron.

Pockets, patch.—Cut a square of self, or contrasting material. Bind, face or hem one edge. Turn in remaining edges, and machine-stitch on to garment. The average patch pocket for adults is 5½ inches wide and 6 inches deep. When making these pockets for children's garments, adapt the size to that of the garment. To vary the shape, point or round the bottom of the patch pocket.

Pressing.—You will need two cloths for pressing, one of heavy canvas to hold moisture, and the other of lightweight firm muslin, measuring about 18×27 inches; two pressing pads, one a long round pad made of heavy muslin and stuffed with cotton to place inside a sleeve when pressing another rather ham-shaped, for pressing shoulders and the tops of sleeves, a 7-lb. iron for all ordinary pressing and a smaller, sharp-pointed one; and an ironing-board with a well-padded top.

Most hems should be pressed twice, once after basting and again after permanent sewing. Press hems from the wrong side of the garment.

To steam out basting threads or any shiny spots that show on the right side of a hem, wring a press-cloth very dry, place over the right side of the hem, place a dry cloth on top of it, and hold hot iron over it lightly. Remove cloths quickly and brush with fairly stiff brush until markings are gone.

Seams.—**Flannel.**—Place one edge of seam ¼ inch below the

other. Tack edges together. Run and back-stitch the same distance below the lower edge as the lower edge is from the top edge that is, ¼ inch. Double down the upper edge to cover the lower one. Tack neatly and herring-bone, or leather-stitch on the right side.

A second method is to place the two edges of the material together with the woolly surface inside and the warp threads running in the same direction. Tack neatly together about 1 inch from edges. Run and back-stitch directly above tacking. Split seam and flatten out edges. Tack each edge neatly on to the material, and herring-bone each, in turn, or leather-stitch on the right side.

Flat Seams (Run and Fell).—Take the two pieces of material. Turn down an edge of one about ¼ inch on to the right side, and press it well with the right thumb and forefinger as it is turned down.

Raise the fold and place the edge of the other material exactly along the crease of the first fold, right sides facing each other. Turn the fold down again and pin in position, then tack through the three thicknesses of material. Run and back-stitch close along under the raw edge of the fold which provides a guide to a straight seam. Fasten off ends securely.

Untack and flatten out seam. Turn down fold, tack, and hem neatly.

French or Double Seams.—French seams are used chiefly

on blouses, lingerie, jumpers and other garments made of fine materials.

Place two pieces of material to be seamed edge to edge and wrong side to wrong side. Tack evenly about $\frac{1}{4}$ inch from the edge on the right side. Run and back-stitch closely above the tacking, flatten out seam, then fold back materials, right side to right side, with join on top. Tack on the wrong side and run and back-stitch below the join. Be careful to pare down the raw edges of the first seam as closely as possible without making them fray. Tack slightly below and run and back-stitch closely above tacking. Remove tacking. Keep this seam as narrow as possible.

In French seaming exceedingly fine materials it is not necessary to run and back-stitch, simply run, taking close stitches. For a very strong seam back-stitch and do not run.

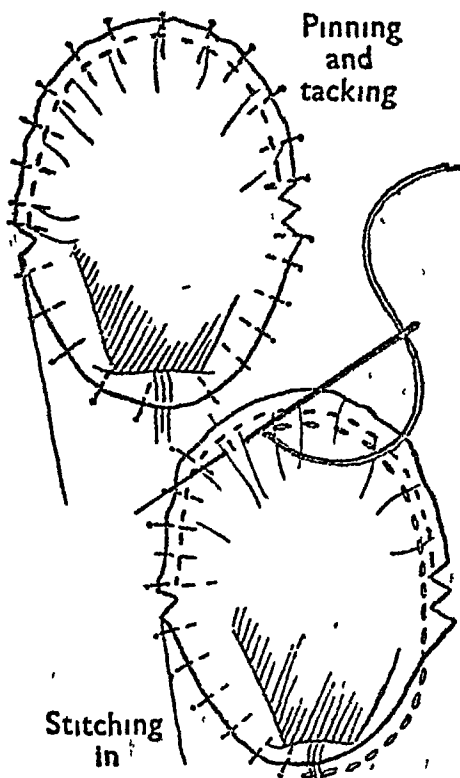
Sleeves.—If the material you are using is reversible you must take precautions against committing the mistake of making up both sleeves for one arm by marking each sleeve with a distinguishing mark when cutting out.

Two-Piece Sleeves.—As this type of sleeve is cut somewhat on the cross it stretches very easily, so pin in the seams at the bottom and top before pinning the centre to avoid stretching.

Full Blouse Sleeves—Sew the seams. Run the lower edge of each sleeve and gather it up to fit into the wristband.

To set-in sleeves—Turn the wrong side of garment towards you, and open the armhole. Draw the sleeve, right side out, towards you through the armholes so that its edges correspond to the edges of the armhole.

Match and pin the notches on armholes and sleeve. Fasten the under part of the sleeve with pins to the armhole, easing in slightly. Continue to pin to the top where the gathers are, and fix the gathers so that the top curve of the sleeve lies a little in front of the shoulder seam, with the weave of the fabric running vertically down the sleeve. Insert all pins vertically.



62 How to set-in a sleeve.

Tack across the pins round the top of sleeve, then remove pins and try on sleeve. Arrange gathers so that they are scarcely noticeable. Back-stitch or machine-stitch by the tacking thread and overcast raw edges.

In woollen sleeves the gathers should be damped and pressed with a hot iron before tacking.

Smocking.—This is generally used as a decoration, and to dispose of fullness. The simplest form of smocking is honeycombing. Other stitches sometimes used are chain, feather or coral stitch, herring-bone, outline stitch, single and double cable stitch, and stemming.

Method.—Either iron a transfer of a smocking design on to part of material to be smocked, or mark out a series of dots, spaced $\frac{1}{2}$ inch apart. The spots or dots *must* be evenly and truly spaced or the effect is spoilt. The simplest way to make your design is to mark it on a thick piece of paper, then pierce each dot with a darning needle or stiletto. Pin paper to material, then pierce each dot with a pencil, so marking material.

When arranging to smock, allow from 2 to 4 times as much width as that of the finished smocking. Tack the material to a board with drawing pins before marking. When marked, take a long thread and make a firm knot. Gather each row of dots by running your needle from dot to dot. When the row is completed, gather next row with a fresh thread. When all the rows are completed, draw up each

row the width required, and wind each thread round a pin placed upright at the end of the row. Don't on any account break off threads.

Honeycombing.—Thread a needle, using firm mercerised cotton, and begin by catching the first two of the "flutes," as the hollows in the gathers are called, in a line with the first row of tacking, with two very shallow, top stitches.

Now, slip your needle down the left of the two "flutes" to midway between the two rows of tacking, and pick up the second and third "flutes" in the same way as before. Bring the needle up to the top again, and catch the third and fourth "flutes" and so continue to the end of the line. Start at the right-hand side, immediately above the second line of tacking, and honeycomb in the same way. **Tablecloths, to renovate.**—Buy motifs of filet lace to fit worn parts of tablecloths, and insert with oversewing. If worn in the centre, replace the worn part with filet insertion.

If not worth renovating, cut into suitable pieces and make into napkins or traycloths, finishing with hemming or by binding the edges with bias binding of a different colour.

Tapestry.—This is worked either on plain single thread canvas, or on double-stitch or cross-stitch canvas on which the threads are woven in pairs. Wool is most used, but silk or thread may be employed for finer work. Charts are sold printed with the design

in colour, sometimes with the design already frammed. i.e. with the design laid over in single strands of coloured wool or thread so that all that is necessary is to stitch these strands down in the right colour.

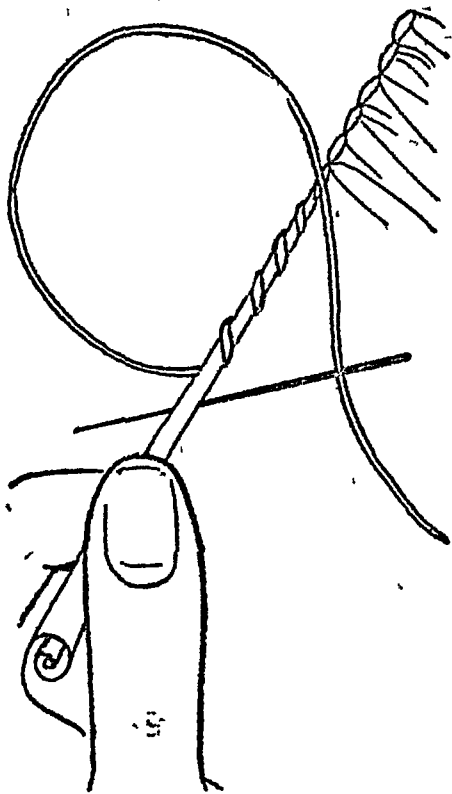
Cross-Stitch.—This is one of the simplest tapestry stitches. The first row is worked diagonally from left to right across one square of threads, and the return row is worked from right to left, each diagonal stitch crossing a slanting stitch in the first row, making the crosses. This stitch may be worked as a background for petit point. Use a tapestry needle of a size suitable to the thread or wool used.

Gros Point.—This is a tapestry stitch which is the same as petit point, only bigger. It is worked over two or three threads of the canvas. Use this stitch in preference to the finer petit point where there are larger surfaces of canvas to cover.

Petit Point.—This is the smallest and finest tapestry stitch. It is always taken over one thread of the canvas only, with the wool or thread carried forward under two vertical threads of the canvas. It is used for fine designs on handbags, pole screens, etc.

Towels, to use up.—Make roller towels into tea-cloths, sink-cloths, dusters, or rubbers. Make odds and ends of huckaback and linen towels into tray-cloths, table runners of sideboard cloths with the help of motifs and insertions of fillet lace.

Whipping.—This stitch is used mainly for gathering in making



63. *Whipping is generally used for gathering very fine materials.*

layettes and in working on fine materials such as crêpe de chine, fine muslins, organdie, cambric, etc. Use a very fine needle and cotton to match.

To whip, hold the straight edge of the material between the thumb and forefinger of your left hand, and roll a tiny piece of the edge towards you till it is a tight, very narrow, rolled edge. Knot cotton and insert the needle beneath the roll beside your thumb, and draw the cotton out on the other side, without going through the roll, i.e., just through one thickness of the material.

Draw up threads as the work proceeds to form the gathers.

GARDENING

EVERY housewife should try to take an active interest in her garden. It is an excellent way of getting fresh air while keeping an eye on the house, or when you have neither time nor inclination to get ready for a long walk. Moreover, you can have the satisfaction of helping to save considerably on your housekeeping bills if you grow vegetables, fruit and flowers.

Whatever the size and scope of your garden, and whether you want to put it to practical or to ornamental use, or both, you will find this section full of practical hints for dealing with all the gardener's problems. It will help you to choose delightful colour schemes for your borders and beds, to keep your hedges neat, and your garden free from rubbish and pests. It shows you how to deal with all "routine" jobs such as watering, transplanting, mulching, staking and tying, and pruning. It tells you, also, how to care for indoor plants, to plan window boxes and flower baskets, to make a rock-garden and to cope with plant diseases. Even if you have the entire care of a garden in your hands, this section will enable you to deal successfully with any of the serious or minor emergencies that may arise in it.

Annuals.—These flower and produce their seeds the same year as they are sown. The group includes many of the most beautiful and easily grown flowers. They may be classed as hardy (H A) and half-hardy (H H A). The former should be sown in the open from March—May, according to climate. The latter require the protection of glass until the danger of frosts is over.

Hardy Annuals —These thrive in most soils, but prefer a well-drained light soil. In the south, the most hardy types may be sown in August and September. They will flower early the following year. If sown from March—May they will flower later during the same year. They may be sown where they are to bloom,

or in drills, and transplanted when a few inches high. Firm soil round seedlings when planting out. Water well.

SOME POPULAR HARDY ANNUALS

Calendula
Candytuft
Clarkia
Eschscholtzia
(Californian Poppy)
Larkspur
Linum (Flax)
Mignonette
Nasturtiums
Nigella (Love-in-a-mist)
Poppies
Sunflowers
Sweet Peas

Half-hardy Annuals.—Sow in boxes or pans in March and April, and keep in a greenhouse

or frame where there can be no fear of frost getting at the plants. When the seedlings have two pairs of leaves they should be transplanted into other boxes about 1 inch apart. Harden off gradually, until finally the plants are kept in the open day and night. Plant out into permanent positions in May and June, according to the weather.

SOME POPULAR HALF-HARDY ANNUALS

Ageratum	Nicotiana
Antirrhinums	(Tobacco
(Snap Dragons)	plant)
Asters	Stocks
Cosmos	Zinnias

Bedding Out.—Beds should be dug and manured before they are filled up. This is usually done twice a year for spring and summer blooming.

Spring Bedding.—Consists chiefly of bulbs such as hyacinths, narcissi, and tulips. Often these are planted between a carpet bedding of arabis, forget-me-nots or wallflower. This makes a very attractive show. Planting should be done during October and November. Other favourite plants are Siberian wallflowers, and polyanthus.

Summer Bedding.—This should be done from the middle of May until the middle of June, when the spring blooms will have finished flowering. Before planting, the beds should be dug and manured, then raked down until a fine tilth is obtained. If the ground is dry it should be thoroughly watered. In most

cases the plants you use will have been raised from seed earlier in the year. These should be well hardened off, and if any flower heads have appeared they should be pinched out, as they tend to weaken the plant. Others will soon grow in their place. Annuals are most generally used, but dwarf dahlias are very popular, as these flower over such a long period.

Biennials.—These plants are sown one year, and bloom the next year, after which they seed and die. Sow in an open frame or in drills in the reserve garden, during May, June or July, so that the plants are well established before the winter. Thin seedlings out to 6 inches apart, or transplant them. In the spring move the plants to the part of the garden in which they are to bloom, but prepare the soil for them during the winter.

POPULAR BIENNIALS

Canterbury	Hollyhocks
Bells	Honesty
Evening	Scabious
Primroses	Sweet William
Forget-me-nots	Wallflowers
	Foxgloves

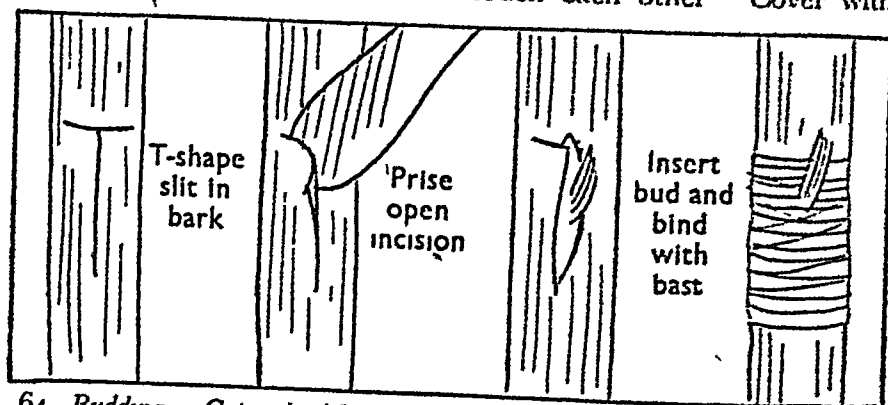
Bonfire.—See RUBBISH.

Budding.—A method of propagation used chiefly for roses but also for some trees and shrubs. The process is best carried out in July. A healthy bud should be cut from the scion. Keep moist, while making a T-shaped cut on the stem of the stock into which the bud has to be inserted. The cut should penetrate only the bark, which should then be gently pulled

back to take the bud. Take care that the base of the bud is not damaged

When the bud is inserted it should fit smoothly on to the stem of the stock. Cut cleanly across the bark at the upper end of the bud. Now, tie the bud on with bast firmly, so that no air can get to it. If the bud swells it shows it has "taken"

In Bowls —The bowls should be 3 inches to 4 inches deep, and the fibre, which consists of peat, shell and charcoal, should be thoroughly moistened, so that when it is squeezed in the hand there are only one or two drops of water. Put some fibre in the bowl, then place the bulbs in position so that they do not touch each other. Cover with



64 *Budding* —Cut a healthy bud from the scion and keep it moist while making the T-shaped cut in the bark of the stock.

Bulbs.—Indoors —Indoor bulbs make a good show of colour early in the year when flowers are expensive. It is also very interesting to watch them grow. The best results are usually obtained by buying good quality bulbs and growing them in specially prepared fibre.

Most bulbs can be grown indoors, but hyacinths are certainly the easiest to grow. Daffodils and narcissi give very little trouble. Snowdrops, crocuses and scillas may be grown in bowls, but should not be forced in any way. The best results are obtained if the bowls are kept out of doors and plunged in ashes

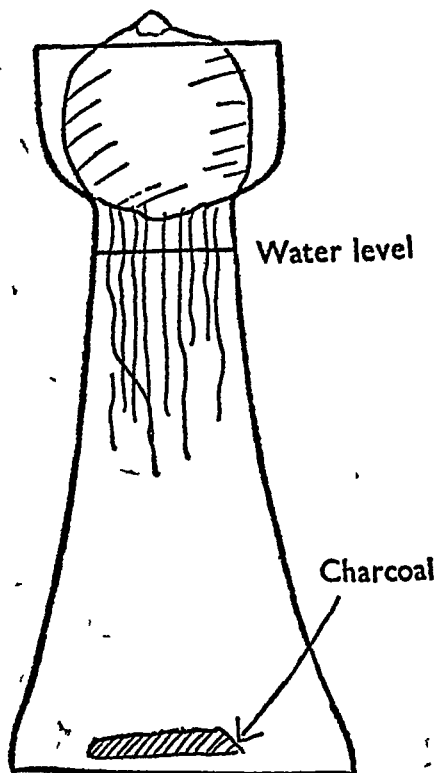
fibre and pack firmly until just their noses are exposed. The bowls may then be taken outside, and plunged in ashes for 2 to 3 months or placed in a dark, cool, airy cellar.

If the bulbs are kept outside, they will not require watering. If inside, keep the fibre moist. After 3 months they will be thoroughly rooted and breaking into top growth. They should then be removed to the light gradually and turned round occasionally to prevent them from being drawn in one direction. When they are about 2 inches high take indoors, if started outside, and the gradual heat will soon bring

on the flower buds. They will then require more water. Stake and tie if necessary.

In Pebbles—Fill the bowls with pebbles. Add a little water and some charcoal to keep the water fresh. Plant the bulbs among the pebbles so that they are held firmly just above the surface of the water. Hyacinths grow well this way.

In Glasses—Use special bulb glasses which have a neck to hold the bulb. Place a small piece of charcoal in each glass to keep the water sweet, then fill with water



65 To grow bulbs in glasses, fill glass with water to just below the base of the bulb and add a piece of charcoal to keep the water fresh.

and place a bulb in the neck of each vase, so that the base of it does not quite reach the water. Pour away some of the water if necessary. Keep in a dark place. The roots will grow fairly quickly; when the shoot is $\frac{1}{2}$ inch tall, bring into the light. Give more water when necessary.

Outdoor Bulbs.—A well-drained, light soil is the most suitable. October is the best month for planting, but bulbs may be planted any time from September till December. They should be put in with a trowel, and covered with soil to a depth of twice their width. Therefore if a daffodil is $1\frac{1}{2}$ inches wide, it should be covered with 3 inches soil. The distance apart for planting varies with the type of bulb. If planted in beds, daffodils, hyacinths, and tulips should be from 6 inches to 9 inches apart, but if they are put between other plants the distance may be greater.

Bulbs grown in grass.—Crocuses, daffodils, narcissi, bluebells and snowdrops, are the most suitable for naturalising, that is, for growing in grass. They look much more effective if planted in clumps. In all cases the care after flowering is most important. The plants should not be cut down, but left to die naturally, or else taken up from their beds, and heeled-in in a frame or some part of the reserve garden. After the tops have died down, they should be lifted, dried off in the sun, then cleaned, and stored away in a dry place until the autumn.

BULBS FOR BORDERS

Daffodils.—King Alfred, Golden Spur, Sir Watkin, and Van Wavern's Giant.

Narcissus—Poeticus ornatus, Barri conspicuus, Cheerfulness.

Hyacinths—Various colours

Tulips.—April and May flowering, and cottage and Darwin varieties

The following bulbs are also suitable for growing in rock gardens: scillas, grape hyacinths, crocuses, snowdrops, iris reticulata

Cacti.—Contrary to popular belief, cacti are easy to grow, and afford a good hobby for people who have no outdoor gardens, as they grow well on window-sills or shelves near the window in any room of average warmth. They must have plenty of ventilation.

There are two main kinds of cacti. One will flourish for a long time without any moisture, while the other requires to be watered fairly frequently. When it is necessary to re-pot, which is every two to three years, this should be done in the spring, and care taken not to plant in too large pots, as some varieties, particularly *Cereus* and *Phyllocacti*, do not begin to flower until their pots are filled with roots.

All cacti like their pots well-drained, therefore allow plenty of crocks in the bottom of the pot. A good compost consists of two parts loam, 1 part sand mixed with a little leaf mould, and mortar rubble or crushed brick. When re-potting, do not press the soil down too firmly.

The common cause of failure

to grow cacti successfully is over watering. For the types of cacti which grow in the desert, watering should only be necessary every ten days in winter, and about once a week in the summer. On the other hand, cacti like the *phyllocacti* need more watering, and like some extra leaf and manure in their compost.

To encourage flowering, place the plants close to the glass and bake them in the sun until the blooms are ready to open, then move them away.

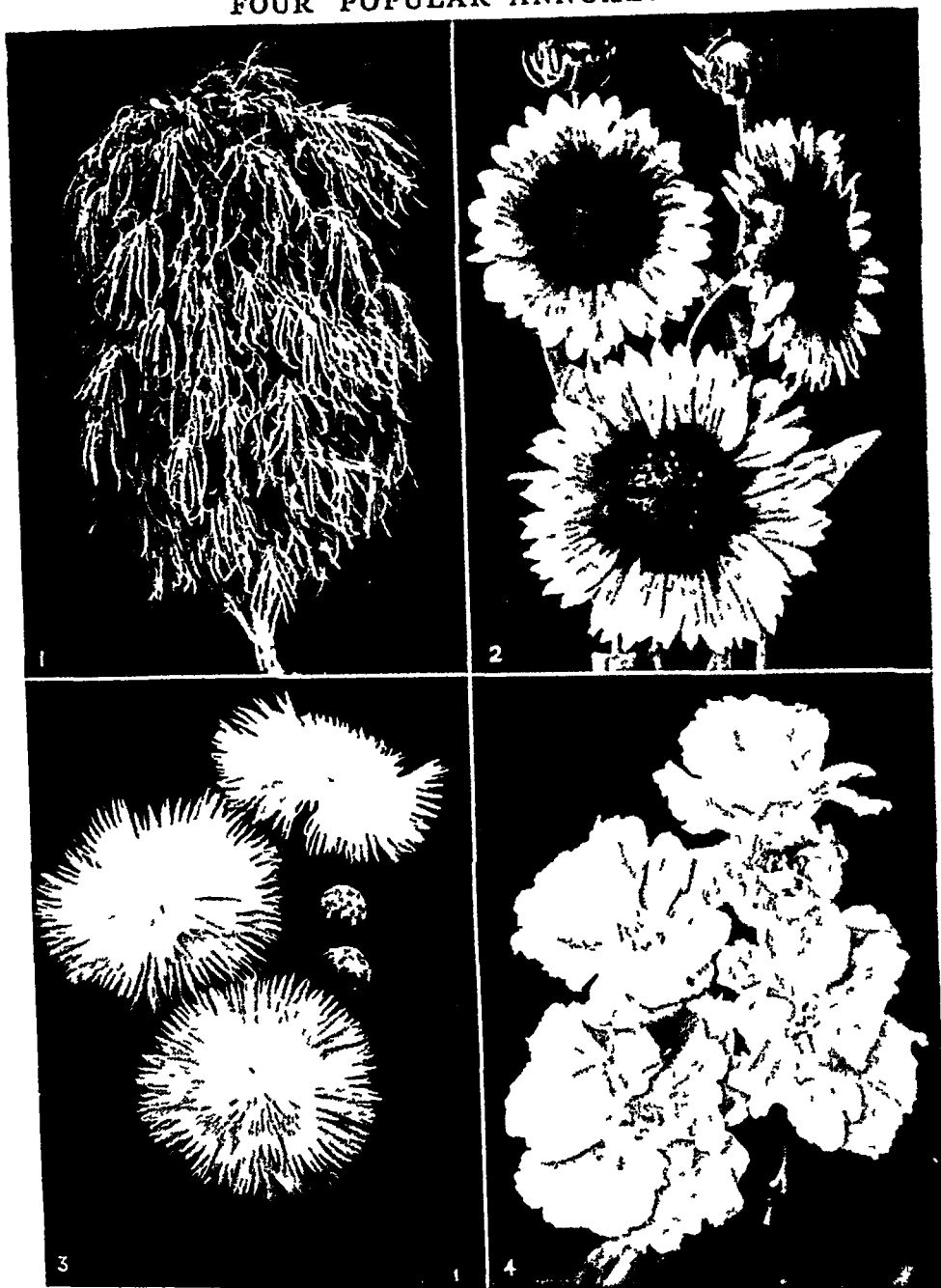
Carnations, to layer.—Layering is the best method of propagation and should be done at the end of July. Roots should be formed and layers ready to transplant by September. Sandy soil is best.

From the parent plant select young side shoots about 5 inches long that have not flowered. Make a cut slanting upwards from the joint through two-thirds of the stem. Press the cut stem down into the soil, so that the incision is open below the level of the soil, and peg firmly into position with twigs or carnation pegs. Water well and tie up the shoot as erectly as possible.

After a month, when roots should be formed, sever from the parent plant, and leave young plant for 4 to 5 weeks. It can then be lifted to its permanent position. Firm planting is essential at all times.

Climbers.—When choosing climbers, study the position in which they have to grow, and also the amount of space they are required to cover. They serve

FOUR POPULAR ANNUALS



ANNUALS FOR COLOUR

1 Kochia or Burning Bush has foliage which turns bright crimson in late summer 2 Single Gaillardias need fertile soil 3 Centaurea or Sweet Sultan is useful for cutting 4 Double Godetia.

many purposes—to hide bare walls, to train up poles, climb up fences and trail over sheds, and generally give a pleasant effect, to what would otherwise be a dull part of the garden.

September and October are good months in which to do the planting. Some climbers are self-clinging like Virginia Creeper. Others need support. It is often a good thing to train them up trellis work, for it is easy to tie the plants to this. There are so many climbers and creepers that it is not possible to mention them all. The following list gives some of the more popular ones.

Ampelopsis Veitchii (Virginia Creeper).—For high walls. Has beautiful autumn colourings. Self-clinger. Should be planted in good loam, and can be propagated by cuttings taken in August.

Clematis.—Does best when the roots are in the shade, and the flowering part of the plant is in the full sun. Plant in the spring or autumn in a good rich loam. Those that flower late in the year should be pruned hard, but the spring flowering varieties should only have weak and over-crowded growths removed.

Forsythia.—Useful because it will grow on a north wall. Should be planted in September, and produces golden yellow flowers in March and April. Thin out after flowering.

Honeysuckle.—Should be planted in good loam in a shady spot. Can be grown from cuttings taken in late summer. Requires little pruning. Useful for cover-

ing arbours, fences and pergolas.

Ivy.—Plant in spring in ordinary soil. If variegated, plant in poor soil. Grows well on walls, but unless they are in good condition it will spoil them. Self-clinger. Prune in April.

Jasmine.—Plant in good soil from October to March. Prune shoots after flowering.

J. nudiflorum has yellow flowers in winter. Will grow on any wall.

J. officinale is white and very fragrant. Blooms in summer.

Polygonum baldschuanicum.—Has profusion of white flowers in the summer and autumn. A very fast grower, and will ramble over anything.

Pyracantha Lelandii.—Evergreen. Has attractive orange berries in winter.

Roses.—This includes ramblers. There are many varieties of climbing roses suitable for growing on walls or training up posts.

Wisteria.—Plant in rich loam against a south wall if possible. It must have sun. Blooms at the end of May, and sometimes in August as well. A most attractive plant.

Crazy Paving.—Crazy paving is particularly suitable for rock garden paths and formal work. Foundations should be firm but it is not necessary to have them deep. The "stones" are made from sand and cement.

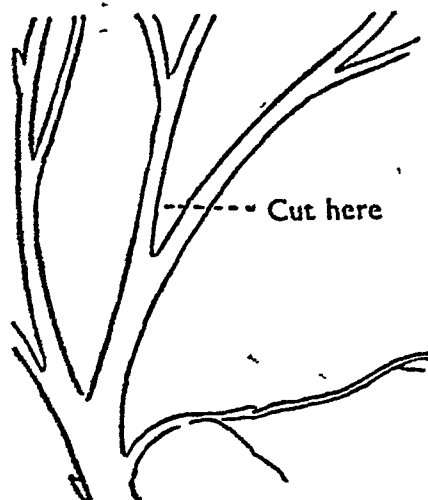
Mix four parts of sand and one part of cement together, then add enough water to make a thick mortar. The best way to mould the "stones" is to place a portion of mortar on the prepared site of

the path at one end, then taking a small rectangular piece of wood with a handle attached, flatten out the mortar to the required thickness 1 inch to 2 inches. Now shape round with a builder's trowel. Repeat this process until the pathway is completed, leaving a small space between each "stone."

Cement stones take about 24 hours to set. Place soil between them and brush the whole path with a soft broom. An alternative method for making the "stones" is to place the mortar in shallow boxes 1 inch to 2 inches deep to set. Then turn out and lay on pathway.

Plants for crazy paving.—*Arenaria balcarica*, *cotula squalida*, *linaria alpina*, *thymus seraphyllum*, etc.

Creepers.—See CLIMBERS.



66 To obtain a cutting when a heel cutting is not possible, take a healthy shoot and make a clean cut below a joint with a sharp knife.



67. A heel cutting.

Cuttings.—Many types of plants are propagated by taking cuttings and this method is specially used for shrubs. Take soft cuttings early in the year, half-ripe cuttings in the summer, and ripe cuttings in the autumn. All these strike best in a light, sandy soil. Ripe cuttings may be planted in the open ground, but soft and half-ripe cuttings want protection and are better grown under glass.

To prepare cuttings take healthy shoots 3 inches to 12 inches long, and make a clean cut just below a joint with a very sharp knife. The cut need not be made just below a joint if the "heel" of the old wood can be obtained, i.e., if a small piece of the old wood from which the shoot springs is left attached. Remove the lower leaves from the shoots, and place cuttings 4 inches to 6 inches deep in the soil. When cuttings are grown indoors they are often inserted round the edge of a flower pot to root.

Some perennials from cuttings. Cat mint, chrysanthemums, geraniums, penstemons, pinks

Some shrubs from cuttings — Buddleia, céanothus, currants, lavender, mock orange, weigelia.

Digging.—Digging consists of turning over the soil with a spade or fork. A spade is more often used.

Single digging.—Turn over the soil one “spit” deep (A “spit” is one foot). When digging, a good trench should be kept in front of the spade.

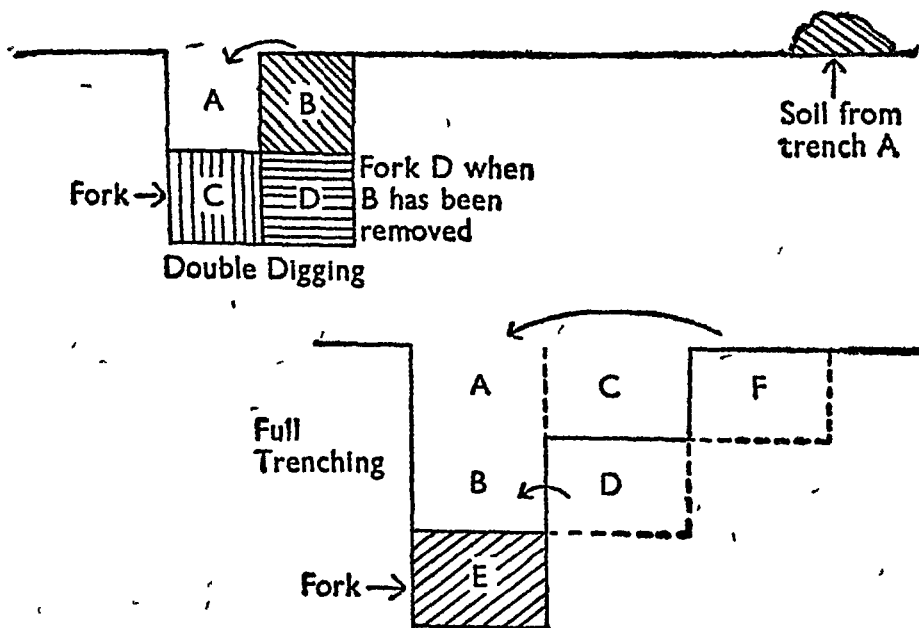
Double digging.—For double digging or bastard trenching, the soil is disturbed two feet deep. To begin with, a trench (“A”) one foot deep and one foot wide is taken out, and the soil removed to the far end of the plot. The bottom of the trench (“C”) is then turned over with a fork, for one foot. Then the soil from

“B” is put into “A” as shown in diagram.

Full trenching.—Turn the soil over for a depth of 3 ft.

Dig out trench AB 18 inches wide and 2 feet deep, and dig out C 18 inches wide but 1 foot deep. Remove the soil to the far end of the plot. Fork over trench E, the bottom of which is 3 feet from surface. Next put the soil from D to B, and from F to A. Repeat this process until the whole plot is finished, and fill up the last trenches with the soil taken out of the first ones.

This is a very thorough cultivation of the soil, and takes some time to do. Sweet peas do well on ground that has been trenched and manured, as they have such very long roots. Bastard



68. For double digging the soil is disturbed to a depth of 2 feet, and in full trenching, to 3 feet. The letters indicate the order in which the spits are dug, and the arrows, how the soil is placed.

trenching or double digging is most often used. Manure is often applied at the same time, by putting it in the bottom of the trench. Dig in the winter where possible. Forking over the ground is usually done in spring.

Disbudding.—This term usually applies to the removal of flower buds, but may include wood buds in the case of fruit trees, and weak shoots in herbaceous borders. It encourages stronger plants and finer blooms. The buds should be pinched out when they are small, and the operation should be spread over 2 to 3 weeks.

PLANTS TO DISBUD

Carnations—Leave topmost bud only, as this produces the best flower. The same applies to pinks.

Chrysanthemums.—In decorative and spray varieties buds should be thinned. For large flowered varieties leave one bud only.

Dahlias—Best to leave only one flower bud on each lateral.

Roses—Cluster varieties such as ramblers do not require thinning. Better blooms are obtained if only one bud per stem is left on hybrid roses.

Diseases.—In many cases diseases are controlled by spraying the affected plants. Two sprays often used are Bordeaux Mixture, which is prepared by dissolving 1½ lb copper sulphate and 1 lb. quicklime in 10 gallons water, and Burgundy Mixture which consists of 1 lb copper sulphate, and 1½ lb washing soda dissolved in 10 gallons water.

Black Spot of Roses.—Ap-

pears on the leaves about mid-summer, causes them to fall prematurely and so weakens the plant, besides looking unsightly in bad cases.

Remedy.—1 Hand pick: 2 Spray with liver of sulphur, 1 oz to 2½ gallons water, but not when the flowers are in full bloom.

Brown Rot in fruit trees—Remove and burn infected parts. Spray with Bordeaux or Burgundy mixture.

Club Root causes warts on the roots of plants in the cabbage tribe. These have an offensive smell, and consist of a black slimy substance.

Remedy.—Burn all diseased plants. The soil should be dressed with lime, and no plants of this type should be grown on the same ground for several years. The addition of lime to the soil every year will help to prevent the disease.

Coral Spot.—Red currants are most susceptible to this disease, but black currants and gooseberries sometimes contract it, and large fruit trees such as apple and pear can be attacked. The disease usually appears first of all on dead twigs, then the fungus spreads to living branches which soon begin to wilt and finally die, pink warts forming on them. If the fungus reaches the main trunk of the tree or bush, it will die.

Treatment—As soon as you notice the symptoms, remove all dead and decaying wood and burn at once. Paint the wounds with white lead.

Die Back—This affects ramblers and other types of roses. The

shoots appear black and dead, and the leaves on the other shoots turn yellow and fall. The disease spreads to ground level.

Remedy — 1. Prune out diseased wood. 2. Spray with Bordeaux mixture in autumn.

Mildew.—Particularly troublesome on roses and appears on the flower stalks, and more often on the second crop.

Remedy — 1. If the roses are not in bloom spray with liver of sulphur 1 oz. to 2½ gallons water. 2. If roses are in bloom, dust with flowers of sulphur.

Potato Wart. — A serious disease, and notifiable to the Ministry of Agriculture. The spongy warts which form on the tubers make them unfit for consumption.

Rusts — Antirrhinums, carnations and hollyhocks often suffer badly.

Remedy — 1. Hand pick infected leaves, but in the case of antirrhinums the whole plant should be pulled up and burnt. 2. For carnations use a dilute copper spray.

Silver Leaf — Attacks plums chiefly, but also apples, cherries and peaches. The foliage becomes silvery on top, the affected branches die back, and the whole tree gradually dies.

Remedy — All dead wood from affected trees should be cut out by the middle of July each year. This is the order of the Ministry of Agriculture.

Division. — This is the simplest way to propagate many hardy plants, and is best done during early spring or late in the

autumn, when the foliage stems have died down. The clumps should be lifted and divided into small pieces and replanted. Remember that the outer portions of the clump are best.

For plants such as primroses, division may be done by hand. If the clumps are large and have a lot of roots, such as Michaelmas daisies, the best way is to place two garden forks back to back in the centre of the clump, and force them apart by bending them outwards. If you are dealing with ferns cut them into suitable sized pieces with a spade.

Many herbaceous plants such as Golden Rod, Michaelmas daisies, phlox and polyanthus can be divided. The process is carried out in the same way as for herbaceous plants. Shrubs suitable for division are hypericum, spiraeas, and kerria japonica.

Evergreens. — See SHRUBS.

Ferns for Indoors. — These provide useful decoration all the year round, and do well if they are not neglected. They should have a good compost of peat, loam and sand. They are often planted in fairly small pots with the result that their roots are restricted. Do not re-pot if the plant looks healthy, even if the roots look cramped. Only do this when the leaves begin to turn yellow, and the plant looks sickly. Take care that the plants do not become dry. In a warm room they will often need water at least every alternate day.

SUITABLE FERNS

Aspidistra (Parlour Palm).

Asplenium bulbi ferum (Carrot Fern—produces young plants on old fronds) *Davallia canariensis* (Hare's Foot Fern) *Nephrolepis exaltata* (Ladder Fern) **Palms** **Fertilisers.**—Substances added to the soil to enrich it and so to encourage plant growth are called fertilisers. They are used when there is not enough plant food in the soil. Nitrogen, phosphates and potassium are essential elements of good soil.

Nitrogen—Apply in the form of nitrate of soda and sulphate of ammonia. Helps vegetative growth of plant, i.e., leaf and stem. The crop, however, takes longer to come to maturity, therefore add to crops where a late harvest is required.

Phosphates.—Supplied by adding basic slag and superphosphate of lime. Necessary for root growth, hastens the ripening of the crop, and counteracts any rankness due to too much nitrogen.

Potassium—Contained in sul-

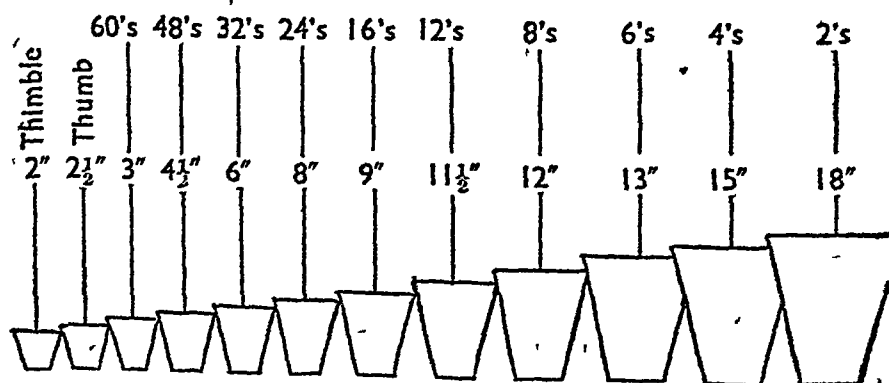
phate of potash and wood-ash. Plants lacking in potassium are a poor colour. Tips of leaves turn yellow, and weaken the plant, so that it becomes more liable to disease.

Farmyard Manure.—A very good fertiliser, as it contains all the elements necessary for plant growth, and also has a good effect on the soil.

Liquid Manure.—Rich in plant growth. Used a great deal for pot plants. It is strong, so should be considerably diluted with water. Allow 1 pint to 1 gallon of water for most plants.

Flower-pots.—These are made in various sizes to suit the different requirements of plants. The size is determined by the diameter, or the name or number given by the potter, according to the number of pots that can be made from a cast of clay.

<i>Diameter</i>	<i>Name</i>
2 inches	Thimbles.
2½ "	Thumbs.
3 "	60's

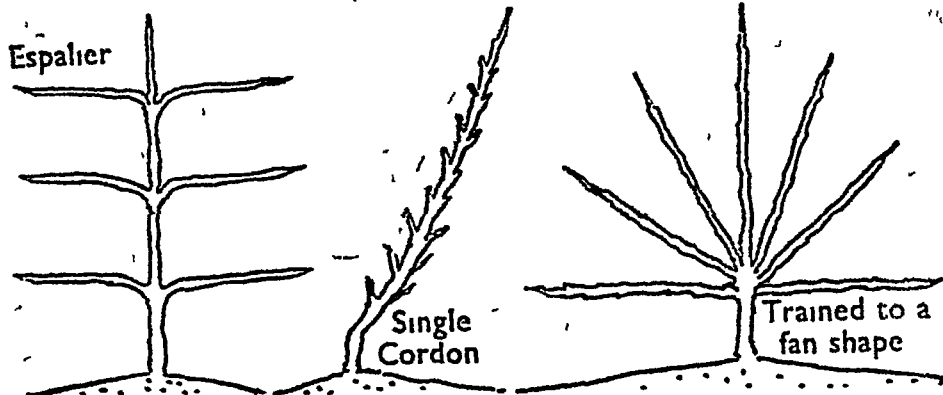


69 Flower-pots range in size from 2 inches to 18 inches according to their diameter, or are given names and numbers by the potter according to the number of pots that can be made from a cast of clay.

Diameter	Name
4½	48's
6	32's
8	24's
9	16's
11½	12's
12	8's
13	6's
15	4's
18	2's

Bush Trees have a short trunk about 1 foot tall, and branches radiate from this. They do not take up a lot of room, fruit freely and their fruit is easy to gather. Spraying is simpler than for standard trees.

Wall Trees — Espalier and cordons are most usual. A number of trees can be planted



70 Three methods of training wall fruit trees

The size most generally used is 4½ inches. These cost about 1s. 6d per dozen. If the pots are new they should be soaked in water for several hours before they are used. When potting, use clean, dry pots without cracks.

Forcing.—See **VEGETABLES:**
RHUBARB

Fruit Trees.—Tree fruits include apples, pears, plums, and cherries. Gooseberries and currants are known as bush fruits and blackberries, loganberries and raspberries as bramble and cane fruit.

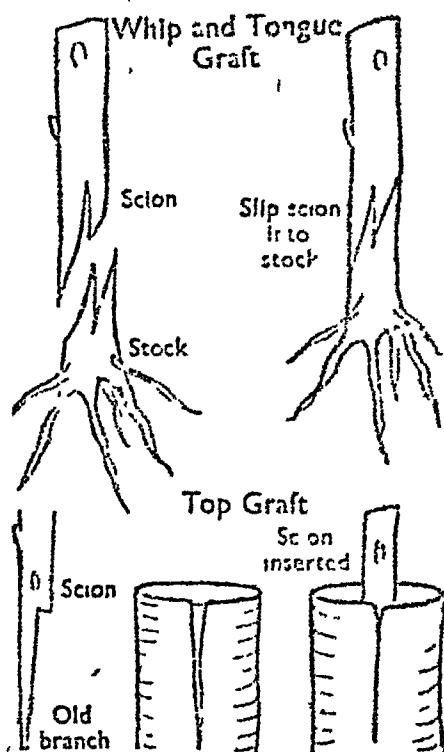
Types of Trees.—The standard or orchard tree has a 6-foot trunk, and a head of branches at the top. Half-standard is similar except that it has a 4-foot trunk

in a comparatively small space, and these bear fruit earlier than the other types.

Planting.—The ground should be well cultivated first, and the holes dug large enough and deep enough for the roots to be spread out. Stake at the same time as planting. Sprinkle some fine soil over the roots, then fill in the rest of the soil layer by layer and tread down firmly. Be sure that the trees are put in quite straight. Planting should be done in the dormant season.

DISTANCES APART FOR PLANTING

Standards	20-30 feet
(Cherries 40 ft)	
Half Standards	15-25 feet
Bush Trees	12-15 feet



71. Two methods of grafting.

Propagation—Fruit trees are usually grafted. This should be done in March. Currants and gooseberries are propagated by cuttings, and raspberries by division of the roots in autumn.

Pruning—This varies with the individual fruits. As a rule standards and half standards require very little and only need thinning in the winter.

Grafting—This is the most usual method of propagation for fruit trees. It consists of uniting the scion, which is the cutting to be propagated, with the stock, the part that bears the roots. This should be done in March.

Whip and Tongue Graft.—

There are various types of grafts, but whip and tongue is often used. The scion should be a slanting cut with a notch in it, and also the stock as shown in the diagram. The one is then slipped into the other, so that they exactly coincide. The graft is then bound with raffia and covered with wax to exclude the air. In a few weeks time the buds on the scion will grow, and show that the graft has taken.

Top-grafting—This method is used for very old trees. In this case an old branch is sawn off, and a new scion put in its place. This should be tied and sealed as for ordinary grafts.

Grease Banding.—This is done to fruit trees in October in order to catch the wingless female moths as they climb up the trees to lay their eggs. The bands should be placed on the trunk 3-5 feet from the ground, the paper tied on with string at the top and the bottom, and the grease put between the string.

Many insects are caught on the sticky surface. In the spring the bands are cut off and burnt.

Greenhouse.—A greenhouse is a great asset, however small it is. It has three purposes—

1. To raise plants from seeds and cuttings
2. To protect non-hardy plants during the winter season
3. To provide a few pots of plants throughout the year for the home

Heating.—Artificial heat is necessary in the winter. Pipes are best. If these are not possible, an oil stove to keep out the frost

is better than nothing. The day temperature is usually 5° - 10° F more than the night temperature. The lowest night temperature in winter should be 40° F.

Position.—Have your greenhouse in a sunny, sheltered place. It may be a separate structure, with a span roof, or else a "lean-to" house against a wall, in which case a south aspect is best, with the door at the most sheltered end.

Ventilation.—Plenty of this should be given in hot weather. Top ventilation should be supplied before side ventilation, and the latter taken off first.

Hedges.—These are chiefly used for boundaries to divide different parts of the garden, or as windbreaks.

The pruning of hedges is important. Evergreen hedges should be cut back one-third as soon as they are planted. Straggly hedges should be pruned hard into shape in March and April, and formal hedges need clipping several times during the growing season to keep them neat and tidy.

If the plants have small leaves, use shears for clipping, but in the case of laurel and cyprus, secateurs are best. The shape of the hedge at the top may be flat, round or pyramid, and the sides perpendicular or sloping, if the latter, wide at the bottom.

Herbaceous Borders.—These are more correctly called mixed flower borders, and make an attractive feature in any garden, whatever its size. The borders do best in an open sunny position, and are often planted in front of

a wall or fence, or beside a path, but they are shown off to best advantage with a good stretch of lawn in front of them. The size of the border varies with its surroundings.

Cultivation.—Prick over the border with a fork in the spring to freshen it up. During the summer hoe and keep the weeds down. Stake and tie where necessary. Cut the plants back in autumn when they have finished flowering.

A well-planted border requires little attention for 3 years. After that time, lift, divide, and rearrange plants where necessary.

Planting.—If possible this should be done during October and November, otherwise in March and April. If the border has only one aspect the tallest plants should be put at the back, but if the border faces two ways the tallest plants should be put in the middle, and the shorter ones on either side.

Arrange the plants in small groups, but allow plenty of room for growth. See that colour is distributed throughout the border without giving a patchy effect, and that early and late-flowering varieties of plants are well mixed, so that there are flowers throughout the border as long as possible.

Preparation.—The ground should be dug at least 2 feet deep early in the autumn before planting. A good medium-rich soil is best. If the soil is poor, dig in some well-rotted farmyard manure. Leave the soil quite a fortnight to settle before planting.

Herbs.—If possible a small portion of every garden should be set aside for growing some of the most important herbs. The best position for a herb garden is on a slight slope facing south. The soil should be light, loamy, and well-drained.

Balm—Dry leaves and use for flavouring soups, stews and casseroles. A few fresh leaves improve the flavour of a salad. Sow seeds in shallow drills in April or May. To increase plants, divide the roots in the spring or autumn. Cut down the old stems when they die.

Fennel—Add chopped foliage to taste to white sauce to be served with boiled or fried herring or mackerel, and to salads to be served with fish. Seed should be sown in April.

Mint—Use for making sauce to serve with roast lamb, and for jelly with cold roast lamb. Add a sprig to new potatoes or peas before boiling, and to lemonade. Plant small pieces of root in a shady corner. Cut all stalks down to the ground in late October.

Parsley—Chop or use for seasoning all savoury dishes when required. Sow seeds in drills in April for a summer supply, and in August for the winter. The seed is a little slow in germinating, and the plants should be thinned as they do not like being transplanted. Water during dry weather, and cut off any flower-heads as soon as they appear.

Sage—Use in stuffing for roast duck, goose and pork. Sow

seed in April, or grow from cuttings taken in the spring or autumn.

Thyme—Use for flavouring. Sow in April or May. Plant out in a permanent position in the autumn. Can also be increased by dividing the old plants. It prefers a light dry soil.

Sweet herbs, in plenty, blue borage,

And the delicious mint and sage,

Rosemary, marjoram, and rue,
And thyme to scent the winter through.

—Katherine Tynan.

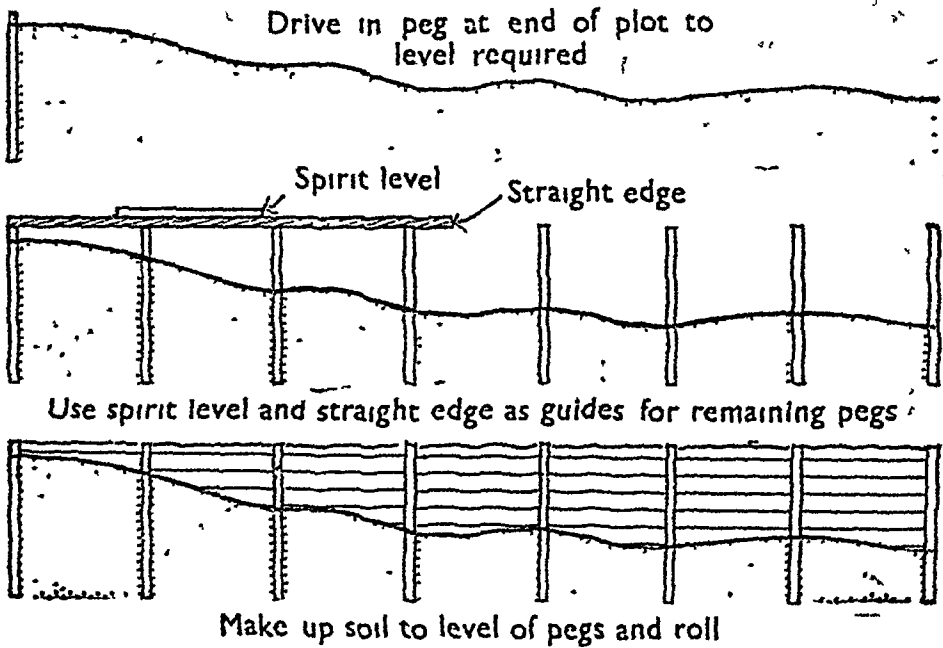
To Dry Herbs.—The best time to dry herbs is just before the flower-ends blossom. They should be gathered on a fine day, and any decayed or defective leaves or sprigs removed. Tie up in loose bunches. Hang up to dry in an open shed. Care should be taken that the dew does not get at them.

When the leaves are quite dry, and shrivelled, place them on a rack near a stove to dry out the stems. When the herbs are dry, strip the leaves from the stems. Rub through a fine sieve, or pound to a powder in a mortar. Store in bottles with tight stoppers.

Insecticides.—The following sprays are effective for sucking insects such as greenfly, scale and capsid bugs.—

1. Make an emulsion with $\frac{1}{4}$ lb. soft soap, $2\frac{1}{2}$ pints of paraffin and 10 gallons water.

2. Make up a spray of quassia



72 *The best way to level a lawn.*

and soft soap by boiling $\frac{1}{2}$ lb quassia chips in a gallon of water, and stirring in 1 oz soft soap.

3 A stronger insecticide for greenfly is 4 ozs soft soap, and 1 oz nicotine dissolved in 10 gallons water.

These should be applied with a powerful spray, and two or three applications given at intervals of a few days

For *biting insects* such as caterpillars, use the following mixtures—

1 Mix 1 lb lead arsenate with 3 gallons water

2 Hellebore powder dusted on is a good dry spray.

If lead arsenate is used, care should be taken, as this is poisonous. It should be applied with a fine spray, so that the upper and under surfaces of the

leaves are wet, but not drenched. Apply at least twice during the spring

Kitchen Garden.—See VEGETABLES

Lawns.—A well-kept lawn is one of the most attractive features of any garden, and is well worth the comparatively little trouble it entails.

Drainage.—In making a lawn it is very necessary to see that the drainage is good. In some cases it may be essential to lay pipes. On the other hand, a chalky sub-soil affords natural drainage.

Levelling.—The best way to do this is to drive a peg in at the centre or end of the plot, to the level required, and fix other pegs from this point with a spirit-level and the straight edge of a plank. Once the ground is

pegged out, make up the soil to the level of the tops of the pegs, and roll firmly, then rake well both ways to remove any stones. The surface must be quite firm and even, so the soil should be raked and rolled several times before sowing.

Sowing—This should be done in April or September. The spring is usually best. Buy good seed from a reliable firm and choose a calm day for sowing. Allow 1-3 ozs of seed per square yard. To ensure even sowing, mix the seed with a little sand. The ground should then be lightly raked over to cover the seed, and rolled in both directions. Blades of grass appear in about a fortnight, according to the weather conditions. If birds are troublesome, the seed should be protected by black cotton, or by placing twigs or peasticks over the ground. When the grass is 2 inches high it can be rolled, and should then have a very light cutting. Remove weeds as soon as they appear.

Mossy Lawns—The best remedy is a thorough raking early in the spring with a moss or springbok rake. Top-dress with sifted sandy soil in March, and apply a good fertiliser during the following month.

Sand.—Apply to lawn in April and October. It helps to get rid of small weeds, such as daisies, and acts as a fertiliser for the grass. It may turn the lawn slightly brown at first, but the grass grows more vigorously after treatment. Mix $1\frac{1}{2}$ lbs sulphate of ammonia with $\frac{1}{2}$ lb sulphate

of iron and 12 lbs. of sand, and apply at the rate of 2 ozs per square yard.

Turfing.—To make a lawn from turf, level as for making from seed. Turf is the quicker but more expensive way. Cumberland turf is the best, but for ordinary work good meadow turf is generally used. When this has been laid, it should be beaten down well with a wooden turf-beater.

Leaf Mould.—Often called humus, leaf mould consists of decayed leaves that have been kept in a heap and turned frequently for at least a year—the longer the better. The best leaf mould is obtained from beech, hornbeam and oak. It is rich in plant foods and helps to retain the moisture in the soil.

Lime.—This is a form of calcium which is an essential element for plant growth. Most soils benefit from a dressing of lime which should be given at least once in three years.

If the soil is heavy and of a clayey nature, the addition of lime helps to break up the particles, thus making it easier to work and more suitable for plant growth, but on the other hand if the soil is light, clay tends to have a binding effect. It also helps to decompose the organic matter in the soil, acts as a fertiliser, and helps to check some diseases such as "finger-and-toe" in cabbage.

The best time to apply lime is after digging in the autumn or winter, at the rate of $\frac{1}{2}$ lb. per square yard. Spread over the

surface, and leave to the action of the weather, which breaks down the lumps. In spring fork over the surface. Lime should not be mixed with soot.

Test for Lime.—Take a little soil in a basin, and add enough water to make it liquid. Stir well, then add one or two drops of hydrochloric acid. If it fizzes the soil doesn't require more lime. If there is no reaction, the soil needs lime.

Lime-haters—Heaths and rhododendrons.

Mulching.—This means to cover the soil with a layer of material in order to keep the soil moist during summer and prevent undue evaporation, to protect the roots from frost during winter, and to enrich the soil.

The best materials to use are farmyard manure, grass mowings, spent hops or well-rotted leaves. Grass mowings are useful in summer, particularly round sweet peas.

Use farmyard manure for asparagus in winter, and roses in summer, and well-rotted leaves for lily of the valley in October. Before applying manure, the ground should be free from weeds. Put the mulch on 2-3 inches thick.

Perennials.—No garden is complete without a good selection of perennials, as these plants go on flowering year after year, and require very little attention. They are usually grown in the herbaceous border, and will thrive on any kind of soil, but prefer a good, well-drained loam.

Cultivation.—Keep the borders free from weeds, and run the hoe through them during the summer. If the clumps make a lot of growth, thin out some of the spikes to ensure fewer but finer blooms. Stake and tie as necessary. Cut down old flowering stems as soon as the blooms have died. This often encourages a second crop of blossoms. When the foliage dies down in the autumn, cut back to within a few inches of the ground, and lift and divide the plants when necessary. This should be done every 3-4 years, and the border re-dug and manured. In any case, the border should be forked over and tidied in the autumn.

SOME GOOD PERENNIALS

Anchusa	Lupins
Chrysanthemums	Michaelmas
	Daisies
Delphiniums	Phlox
Dianthus (Pinks)	Pyrethrums
Heleniums	Sunflowers

Some perennials do not like their roots disturbed, specially peonies.

Propagation—Plants may be raised from seed sown in May and June, but this is a slow method. The usual method is by division of the plants in the autumn or spring, or else by taking cuttings¹ or offsets.

Pests.—Ants—These insects spread aphid pests, and sometimes damage fruit. Seek the nests, and either dig in a little crude powdered naphthalene, pour a kettle of boiling water

¹ See CUTTINGS

over the nests, or spray with petrol Repeat the treatment after 10 days If the ants are nesting in a lawn, dust with carbonate of lime, then ten days later dust with lime mixed with naphthalene

Aphides—*American Blight* (*Woolly Aphis*). Commonly appears as grey woolly patches on the trunks of old fruit trees, also spreads to the young shoots.

Control—In winter spray with a tar oil wash

Blackfly—Troublesome, on broad beans and nasturtiums It attacks young shoots in spring.

Control—1 Pinch the infected tips out of broad beans 2 Spray with nicotine and soft soap as for greenfly 3 Spray the affected parts with paraffin emulsion at the rate of 2 pints paraffin, 1 lb soft soap, and 10 gallons water.

Greenfly—There are many forms of "blight" The commonest is Greenfly It is found on the leaves of young shoots of many plants *Control*—Syringe with nicotine and soft soap at the rate of $\frac{1}{4}$ oz nicotine, $\frac{1}{2}$ lb soft soap, 10 gallons water. A sharp syringe daily with cold water or soapy water, checks the pest, but this is not a control.

Caterpillars—Troublesome on flowers, fruit and vegetables They eat the foliage and young shoots of flowers Hand-pick, or spray with a reliable insecticide Follow directions on packet The leaves and fruits of fruit trees are attacked The pest is mostly troublesome on apple

1 Spray trees with a tar wash in winter to destroy any eggs

2 In the spring spray with lead arsenate, 1 lb lead arsenate, to 25 gallons water Apply with a fine spray.

3 Grease band trees in October. The wingless female moths are then caught as they try to climb the trees to lay their eggs

The cabbage white caterpillar is a pest throughout the spring and summer on cabbages and other greens It bites holes in the leaves and burrows into the heart of the cabbage

Control—1 Hand-pick, and drop into strong salt and water in a jar

2 Spray with an insecticide, or with a salt solution, 2 oz salt to 1 gallon water

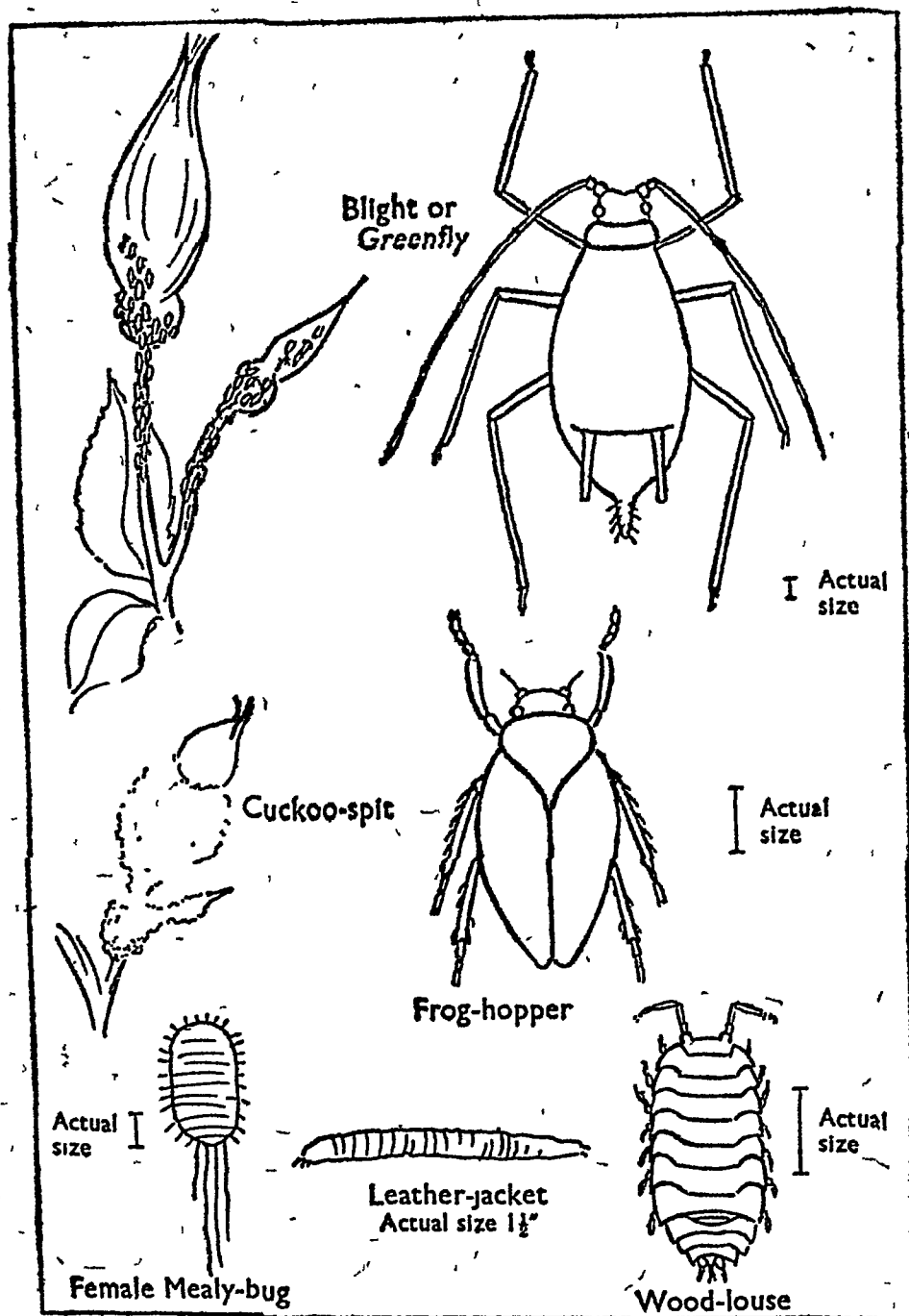
3 Dust plants with pyrethrum powder.

Cuckoo-Spit (*Frog-Hopper*).—Attacks new growths of border plants in summer—often very bad on sunflowers and Michaelmas daisies *Control*.—Nicotine and soft soap in "spittle" stage; $\frac{3}{4}$ oz nicotine, $\frac{1}{2}$ lb soft soap and 10 gallons water Must be sprayed with force to dislodge "spittle" or insect will not be killed Nicotine is very poisonous

Earwigs—Fond of petals and stamens of flowers, especially chrysanthemums and dahlias

Control—Invert small flower-pots stuffed with straw, wood-wool or moss on the end of a stick The earwigs take shelter here Empty every day, shaking into boiling water

Leather-Jackets.—These grubs are found in the soil and feed on the roots of vegetables and



73 Garden pests — *Greenfly and frog-hoppers destroy leaves and shoots, and bushes attacked by them should be sprayed immediately. Leather-jackets feed on roots, wood-lice and mealy bugs give trouble under glass.*

flowering plants When digging, collect and destroy them

Mealy-Bug.—These make grey mealy spots on the leaves, and between the spines and ridges in cacti They may be tiresome on greenhouse plants and cacti

Control—1 Nicotine and soft soap solution applied with a toothbrush

2 Dislodge with forceps and kill by hand

Mice—These vermin attack pea and bean seedlings Protect seedlings with wire cages, and set mouse-traps

Millipedes—In appearance they are hard and shiny-looking, and are slow-moving They eat seedlings and roots Trouble-some indoors and out of doors

Control—Trap with hollowed-out half-potatoes or mangolds Collect and destroy these

Rats—1 Set poisoned bait in reach when food is scarce

2 Use one of the patent traps.

Slugs and Snails—**Control**—1 Tidy up and lime ground; these pests are not found so much on well-cultivated soils

2 Trap with inverted orange or grapefruit skins, and destroy This is simple and most effective

3 Put soot or lime round the plants; slugs and snails find it difficult to travel over this

Wasps—In the late summer and autumn, wasps may become troublesome on fruit If possible find the nest, and pour in paraffin, then plug the hole with rag or paper saturated in paraffin, and light carefully, so as to burn them out There are also special

preparations for their destruction on the market.

White Fly—A nuisance under glass, and especially on tomatoes

Control—Fumigate with cyanide or nicotine shreds

Wireworms—Abundant on newly cultivated land that was previously pasture They bite through seedlings just below soil surface, and burrow into root vegetables

Control—1. May be trapped with hollowed potato, turnip or carrot stuck on a stick and partly buried Remove traps at intervals and destroy pests

2 Dig into soil crude powdered naphthalene at the rate of $1\frac{1}{2}$ to 2 ozs per square yard

Woodlice—Most trouble in the greenhouse, where they eat the seedlings.

Control—1 Trap with half-potatoes

2 Poison them by mixing $\frac{1}{2}$ lb Paris Green with 14 lbs bran and scattering mixture over the soil

Worms.—Only a pest on lawns, otherwise useful in the garden If they are very troublesome on lawns apply a good brand of worm destroyer and follow the directions carefully.

GARDENER'S FRIENDS

Every gardener should be able to recognise his friends as well as the enemies that are found in most gardens Here are a few of the more common ones.

Centipedes—These have a long, light-brown body made up of a number of segments, each with legs They move, very

quickly in the soil, and so may be distinguished from wireworms and millipedes, which move slowly. They live on insects, slugs and other pests

Ground Beetles.—Most kinds are friends, and feed on slugs, snails, and other insects.

Hover-fly—Similar to a wasp, but only has one pair of wings. The grubs eat aphides, and those of some species live on Woolly Aphis

Ladybirds.—These do a lot of good, especially in the larva stage. The grubs live on greenfly and other garden pests

Worms.—The earthworm feeds on dead leaves, and other vegetable matter, and assists the garden by aerating the soil, but it is troublesome on lawns

Pot Plants.—See POTTING, WATERING.

Pot-Pourri.—This is a collection of rose petals and other flowers, such as balm, lavender, rosemary, verbena, and scented geranium, which keep their fragrance, as they possess certain kinds of essential oils.

Lavender, sweetbriar, orris.

Here,

Shall Beauty make her pomander,

Her sweet-balls for to lay in clothes,

That wrap her as the leaves the rose

—*Katherine Tynan.*

A simple way to make pot-pourri is to gather fresh leaves and petals of the various plants, but taking care not to do so

when there is any moisture about. Then they should be put on trays to dry in the sun—this usually takes 2-3 days. When thoroughly dry, mix together and add a sprinkling of powdered orris-root.

The pot-pourri should then be stored in jars with their lids on. Only a little at a time should be put in bowls for imparting fragrance to a room. This mixture is also suitable for scent sachets

Potting.—This is the process of planting in pots. It is important to see that the pots are clean and dry, and that they are provided with good drainage material, which usually consists of broken pots known as "corks". These are placed in the bottom of the pot, concave side down, with some rough material over them to prevent the soil washing out. The compost is added next, and the plant put in.

Plants in small pots usually need a light potting, while those in larger ones want to be firmer. Some plants such as chrysanthemums and tomatoes want the soil rammed down hard, when they are in big pots. Good space should be left at the top of the pot to allow for watering. Take care not to overpot plants. It is usual to pot from one size flower-pot to the next, and not make a big jump.

A simple compost is made up of loam, leaf and sand, but the proportions vary with the type of plant being potted. Newly potted plants should not require watering for 2-3 days.

Pruning.—See FRUIT, ROSES, SHRUBS

Rock Garden.—The best time to make a rock garden is in the spring or early autumn. The most suitable soil is a well-drained light loam, to which leaf mould, sand and chips can be added to suit the requirements of the various plants. Good drainage is of the utmost importance for alpine.

Planting.—Study the individual requirements of the plants. Some plants like the sun, while others prefer shade. Some like a leafy compost, and others do best when a generous amount of sand is added.

Spring and autumn are the ideal times for planting, but established plants in pots can be put out at any time except during frost and drought. At all times plants should be firmly inserted. Select those that will give a good show of colour for as long as possible throughout the year, though rockeries are usually at their best from April till June.

Propagation.—Many alpine can be grown from seed. Sow in the autumn as soon as it is ripe in a compost of loam leaf and sand. Most plants can be propagated by cuttings. This method is quicker.

SOME EASY-TO-GROW ROCK PLANTS

<i>Alyssum saxatile</i>	Pinks
<i>Arabis</i>	Saxifrage
<i>Campanulas</i>	Sedum
<i>Erinus alpinus</i>	Thyme
<i>Phlox</i>	Veronica

Shape.—This must depend on the surroundings and size of the garden. In a small garden a landscape effect is difficult to achieve, but rockeries planted on mounds and slopes can be made most attractive.

Stones.—This depends on the district. If natural stone is available it should be used, but limestone or sandstone is better. Old flints can be used, and even pieces of concrete if there is nothing better. The placing of the stones is most important. Arrange them to give as natural an effect as possible. At least half should be buried below the surface, and the stone should be tilted slightly, so that the rain is carried to the roots of the plant, and does not run off the surface of the rock.

Upkeep.—It is most important to keep plants free from weeds. This should be done with the aid of a handfork. Do not water unless absolutely necessary. Instead put some "chips," or a mulch of leaf mould round precious plants.

A second flowering will often result from the removal of dead flowers and seed pods. Plants such as arabis, aubrietia and phlox should be cut back after flowering to encourage compact growth.

Roses.—The ground should be double-dug and well manured before planting roses, which are most successful when grown in a heavy type of soil. If the soil is light, work in plenty of leaf mould and old turf. Roses flourish well on a soil that has

been limed. Apply the lime in the autumn at the rate of 8 ozs. per square yard

Planting—Best done during October and November, but may be continued to the end of March. A hole should be dug sufficiently large to allow all the fibrous roots to be spread out. Any straggling or damaged roots should be pruned off. Cover the roots with fine soil, and tread down firmly. Climbers and standards will need staking and tying. When planning rose-beds, do not make them more than 4 feet wide, so that pruning can be done, and plants attended to, without treading on the beds

Pruning.—Roses are usually divided into several different classes according to their habits. These are always given on the label or in the catalogue. Pruning varies with the type

Hybrid Perpetuals (H.P.'s).—Prune in March. First remove all dead wood, and cut weak and straggly shoots. All good shoots should be cut back to within 3-4 eyes of their base the first year, and not quite so hard the following years. When possible, prune to an outward and dormant bud

Hybrid Teas (H.T.'s).—These need the same treatment as H.P.'s, but should be pruned later

Climbers and Ramblers.—Cut away the old wood in September, and leave the new growths

Polyantha, Roses and Sweet Briars.—Cut out dead wood, weak shoots, and the old flowering wood. The rest of the bush only needs light pruning for shape.

Never prune during frosty

weather. Cut out any suckers whenever they appear. They can generally be distinguished by the fact that the leaf has seven leaflets; the true rose plant usually has five leaflets. After pruning give the bed a good mulching of farmyard manure—well-rotted. This helps to keep the moisture in the soil, besides acting as a fertiliser for the plants. Dead flowering heads should always be cut off. This will induce the roses to bear a second crop of blossoms in the autumn.

TWELVE POPULAR ROSES FOR BEDDING

Mabel Morse	Golden yellow
Lady Hillingdon	Apricot
Ophelia	Pink
Betty Uprichard	Coppery pink
Emma Wright	Orange
Shot Silk	Orange salmon
Etoile de Hollande	Dark red
Abol	White
Caroline Testout	Silvery pink
General McArthur	Crimson
Queen Alexandra	Vermillion shaded old gold
Roselandia	Gold

FOUR GOOD RAMBLERS

American Pillar	Bright rose, fringed carmine.
Dorothy Perkins	Double pink
Emily Gray	Coppery yellow
Paul's Scarlet Climber	Scarlet. Semi-double

Propagation.—Roses can be grown from cuttings Budding is the usual method and this should be done in July

Rubbish, disposal of.—It is most important to clear away all garden rubbish, and to get rid of it before it accumulates, otherwise it becomes a breeding-place for pests It is best to sort it out into 3 heaps, a rotting heap, a burning heap, and one for bricks and stones, etc

Rotting Heap—This should include such things as soft vegetable rubbish, leaves, weeds that have not run to seed, and grass mowings, all of which will rot down to form a good manure for use in the garden. This rotting down is hastened by the addition of lime to the heap, or by using special preparations

Burning Heap.—This should consist of prunings, old and useless peasticks, diseased and woody plants, in fact anything that will not rot down should be burnt When the material is dry, make a good bonfire If this is difficult to start, a little paraffin is a great help. When once the fire is well started almost anything will burn. Take care to choose a day when the wind will not blow all the smoke into your house, and don't forget to consider the neighbours too.

In a small garden an incinerator is most useful, and does not make any smoke In both cases, the ashes should be saved as these are a valuable fertiliser.

Bricks and Stones—A separate heap should be made of these

as they so often come in useful for drainage, and other purposes.

Shrubs.—The ground should be well dug and manured before planting shrubs The best time to plant deciduous shrubs is as soon as their leaves have fallen, usually in November Plant evergreen shrubs in September. When planting, dig a hole large enough so that the roots are not cramped, cover these with fine soil, and then tread the ground well to make it firm Stake and tie where necessary. After-treatment consists of forking-over the ground in winter, and hoeing and mulching in summer

Pruning.—As a rule, the shrubs, which flower in the spring on the previous year's wood, should be pruned immediately after the bloom is over. This consists chiefly in thinning out the old flowering wood These shrubs include forsythias, flowering currants, winter flowering jasmine, laburnum, lilac.

Shrubs which bloom in the late summer and autumn bear their flowers on the new wood (i.e., current year's growth), therefore they should be pruned in the spring when the sap is rising This type, which includes buddleias, ceanothus (*Gloire de Versailles*) and tamarisk, should be pruned hard

There are a large number of shrubs that require very little pruning They only need faded blooms and seed pods removed, and straggling shoots cut away to improve their shape These include berberis, cotoneaster, daphne, guelder rose, laurels,

magnolias, rhododendrons, viburnum Carlesii

Berried shrubs should have the long shoots shortened when necessary, to preserve the symmetry of the shrub, and remove dead wood before growth begins, after the berries have fallen. Never prune between flowering and berrying.

Soil.—Clay, chalk, humus and sand in different proportions all go to make up what is known as "soil." Soils may be roughly divided into 3 groups—light, medium and heavy.

Light Soil—Sand predominates. This type does not retain moisture very well, but may be improved by the addition of manure, grass mowings, and by mixing it with a heavier type of soil.

Medium Soil.—This means a good loam, generally in which the different parts of the soil are mixed together in suitable proportions for plant growth. It is certainly the most useful type of soil.

Heavy Soil.—Usually contains an excess of clay, although generally rich in plant foods. May be improved by the addition of lime and sand, and by deep cultivation.

Peaty Soil.—Found in certain districts, particularly moorlands. It is a spongy type of soil and not very rich in plant foods. Rhododendrons do well on it.

Soot.—A useful fertiliser in the garden. It is rich in nitrogen, and also contains other elements. It should not be used in a fresh state as it contains sulphur com-

pounds, which may be injurious to foliage, but it soon loses these on exposure to the air. It may be applied at any time. It is specially suitable for onions, carrots and peas, and is also useful for warding off pests such as slugs.

Sowing.—Indoors.—Seeds to be raised indoors should be sown in boxes or pans in a compost of loam, leaf mould and sand, which has been rubbed through a $\frac{1}{2}$ -inch sieve. Thoroughly clean boxes and pans. Place a good layer of crocks in the bottom for drainage, cover with some rough material, to keep the soil from being washed out, then with soil. Press the soil down well, and sow the seed thinly. Cover it with a layer of fine, sifted soil. Place a piece of glass over the seeds till they have germinated, and turn it daily, as moisture collects on it.

As soon as the seedlings appear remove the glass and place the box in the full light. Prick out plants into other boxes when 2 pairs of leaves have formed, using a dibber, and be sure that plants are firm. Move into permanent positions when large enough.

Outdoors.—Rake seed-beds well before sowing, so that the soil has a fine tilth, and sow seed in drills, which can be made with the corner of a hoe. Sow thinly, and not too deep, then cover with some fine soil. When seedlings have germinated, thin out. When large enough, transplant to permanent quarters.

Transplanting.—With a trowel, dig a hole large enough to take

the plant. If the soil is dry, water well. Place the plant in the hole, and press the soil down firmly, either with the hands or the handle of the trowel. Firm planting produces good plants.

Staking and Tying.—It makes such a difference to the appearance of a border if the plants are well staked. This should be done early in the summer, so that the wind and rain do not have a chance to break the new growths.

Stakes should be strong, especially for large growing herbaceous plants and fancy shrubs. It is better to use several stakes for each plant, than to bunch it up and tie it tightly to one stake. Bamboo canes are generally used for straight stakes for plants such as delphiniums and Michaelmas daisies.

Twiggy sticks are very effective for some plants such as pconies and lupins, and are useful for giving support to annuals sown in the open, especially clarkia and godetia. These need no ties and give the plant a natural appearance.

At all times hide stakes as much as possible. Use green garden string for tying. It is not too obvious. The chief aim of the stake is to preserve the natural appearance of the plant.

Strawberries.—This fruit likes a sunny position and a good rich loamy soil. Propagate from runners which when they have rooted should be planted in the spring, but these plants should not be allowed to bear fruit the same year. Plants should be 18 inches apart with 2 feet between

the rows. Keep the ground well cultivated. When the fruit has set in the summer, straw should be put round the plants to prevent the fruit from becoming mud-splashed in wet weather. If birds are troublesome, it may be necessary to net the plants in. After fruiting, clear away the straw and burn. Plants should not be kept more than 3 years, but they bear well in their second and third years.

Varieties—Royal Sovereign large fruit, early and prolific, Sir Joseph Paxton: large with good flavour; The Duke: good cropper, conical shape.

Tomatoes.—**Indoor Culture.**—Seed should be sown $\frac{1}{2}$ -inch deep in shallow boxes or pans in January, and placed in a temperature 60° F. When the seed has germinated and two or four leaves have formed, prick out the plants into 3-inch pots, and grow on in the same temperature. When the pots are full of roots, transfer the plants to 6-inch size pots, from which they can have one more move into larger pots for fruiting, or else they may be planted straight into the boxes.

A suitable compost consists of 3 parts loam, some well-rotted manure, and a little lime rubble and sand.

Stake plants as soon as necessary, and pinch out all the lateral growths. Finally stop growths at the top after five or six fruiting trusses are formed. Water well. During the summer give plenty of air, and avoid a stuffy atmosphere, as this is bad for the fruit.

When the fruit begins to develop apply a mulch of manure as tomatoes are gross feeders, or top-dress with a reliable artificial manure. If the plants are grown in a border they should be 18 inches to 2 feet apart.

Batches may be sown in succession until the end of April to ensure a constant supply of fruit throughout the summer.

Outdoor Culture—Sow seed in February and March, and treat in the same way as for indoor culture. Re-pot on as the roots fill the pots. The plants should be well hardened off before they are put outside at the end of May or in June according to the district and weather. They must never be put outside until frosts are over. Tomatoes grow best in a sheltered border or under the protection of a south wall. Plant them 18 inches to 2 feet apart.

Stake and pinch out the laterals as described for indoor culture. If the plants have made a lot of leaf growth, some should be cut away, so that more air and light can get to the fruits. If these are picked just as they are turning colour, they will quickly ripen if taken indoors and placed on a sunny windowsill.

Tools.—When purchasing tools buy a good reliable make, and look after them well. They should be kept under cover or in a shed, and cleaned after use before putting away. It is best to rub them with an oily rag. Spade, fork and hoe are the most necessary. These are essential, even in very small gardens.

Birch Brooms.—For sweeping lawns and paths. Should be soaked in water before use when new.

Dibbers.—Can easily be made from handles of old spades and forks. Used for making holes for inserting plants.

Forks—Digging forks usually have 4 tines which are square. Border forks have flat tines and are shorter and lighter to use. Hand forks are used for lifting small plants and weeding.

Hoes.—There are many kinds but the Dutch hoe and draw hoe are the most useful. 1 Dutch Hoe—This is flat, and used for loosening soil, weeding and general light work. 2 Draw Hoe. The blade is at right angles to the handle. Used for heavier work, also for making seed drills and carthing up.

Rakes.—Iron ones are used for levelling and breaking up the soil. Wooden ones are used for cleaning up leaves, making hay and other light work.

Moss Rakes—Choose the Springbok variety for lawns. They have many teeth set close together.

Secateurs.—Used for pruning trees and shrubs and for cutting flowers.

Shears—Short-handled for clipping hedges. Long-handled for cutting grass edges only.

Shovel—Surface is rounded. Never used for digging, only for moving soil.

Spade.—Should have a flat blade, used for digging on light soils.

Trowel.—Planting tool used chiefly in the flower garden.

Trug.—Wooden garden basket. Most useful

Turf Cutter—Half-moon edging knife, used for all turfing jobs and straightening edges

Turf Iron—For cutting turf underneath, so that it is of uniform thickness

A final word, never leave tools lying about. Remember "A place for everything, and everything in its place," is as good a rule for the garden as for the house

Transplanting.—See **SOWING.**

Vegetables.—A portion of the garden, whatever the size, is usually set aside as a kitchen garden for vegetables. Before sowing any seed a plan should be made. Generally a large portion of the area is allotted to potatoes. Having filled this space, divide the ground out for the other crops. Take care not to grow the same vegetable on the same piece of ground two years in succession. Deep-rooting crops, such as beet-root, turnips, and parsnips should follow shallow rooting crops like peas and beans. All the seed should not be put in at once, but sown at intervals throughout the season to ensure a continual supply

Asparagus.—Grow in beds, which should be prepared in the autumn, by trenching to a depth of 3 feet, and digging in some well-rotted farmyard manure. As the plants are not fit to cut until they are 3 years old, it is best to buy crowns when you are starting a bed. They should be planted in April a foot apart, and will make good growth during

the first year, but on no account should any stalks be cut until the second season after planting.

Seed can be sown from the middle of March till June in drills, and transplanted to the permanent beds the following spring, or even a year later.

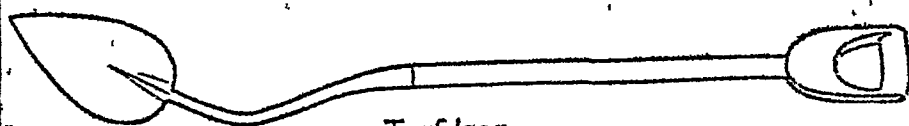
When the beds are ready to bear, the asparagus should be cut as soon as it matures until the end of June, after which the remaining shoots should be left to grow, as these help to make strong crowns for the next season's crop

In the autumn when the foliage has faded cut it down to within 3 inches to 4 inches of the ground. Lightly work over and give a good dressing of well-decayed manure to protect the roots from frost during the winter

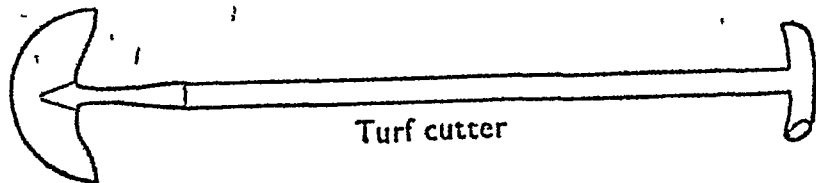
In the spring just before the new growths appear, fork the bed over lightly again, and so turn the manure in and give a liberal dressing of common salt. *Standard Variety*—Connover's Colossal.

Broad Beans—Prepare the ground well before planting, and dig in some well-rotted stable manure. For an early crop sow seed in October and November, and for a main crop, during February and March. Sow 5 inches to 6 inches apart with 2 feet between the rows. Pods are ready to pick from June onwards. *Varieties*—Early Long Pod, Broad Windsor.

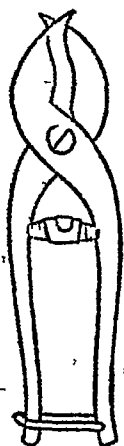
Dwarf Beans.—For an early crop sow in boxes at the beginning of April and give a little heat. When the first leaves have



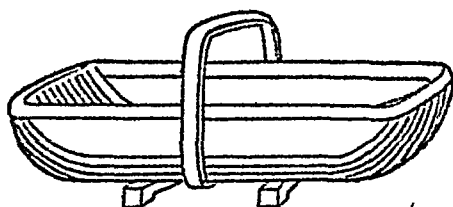
Turf iron



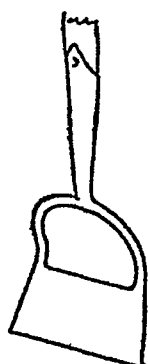
Turf cutter



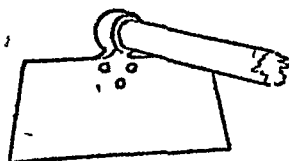
Secateurs



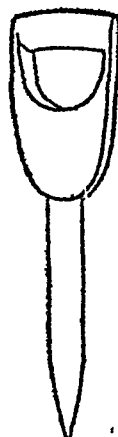
Trug



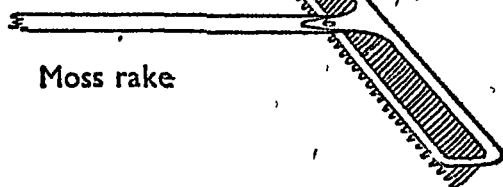
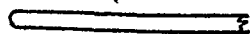
Dutch hoe



Draw hoe



Dibber



Moss rake

74 A spade, fork and hoe are essential implements for any gardener; it is important that they are of good quality. The secateurs are used for pruning and the dibber for making holes in which to plant seedlings.

formed remove to a cold frame, and harden off gradually, so that the plants may be put out of doors in a sunny position in May. For the main crop sow straight in the open in May, 3 inches to 4 inches apart in drills, with 2 feet between the rows. When the seedlings are large enough, thin out to 9 inches to 12 inches apart. No staking is necessary. *Varieties.*

—Canadian Wonder, Early Wonder, King of the Dwarfs

Scarlet Runner Beans —Thrive best on a rich loam in a warm sheltered position. Sow in rows from May, fortnightly till the end of June, for a continuous supply to late autumn. Rows should be 5 feet to 6 feet apart, the seeds 3 inches to 4 inches apart. Thin out to one foot. Staking is necessary, either with poles or pea-sticks or by training up strings that have been tied to a wire top and bottom. Plants need plenty of water. *Varieties* —Ne Plus Ultra, Champion Scarlet

Beetroot —Long and round varieties. Will grow on any soil, but light loam is best. Ground should be deeply dug in the autumn, but fresh manure should not be added, as this causes the roots to make fangs instead of being a good shape. Make sowings in succession from March to June in drills, with 15 inches between the rows. Thin plants, finally leaving a foot between.

Roots may be dug as required during the summer, but for storing they should be lifted in October. Twist the leaves off 2 to 3 inches above the crowns. Store in sand in a frost-proof shed.

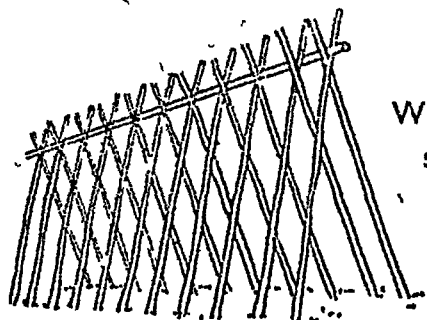
Varieties —(Globe) —Egyptian Turnip rooted, (Long) Cheltenham Green Top

Broccoli —Similar to cauliflower, but hardier. Seed should be sown in the open from March to May, and when large enough transplanted to a bed that has been well prepared with plenty of manure added. Plants should be 2 feet apart. When transplanted, water well. If the seed is sown in gentle heat, and then hardened off gradually, the plants may be put out of doors in May. These will be ready for cutting in the autumn. *Varieties* —For autumn use, Michaelmas White. For winter use, Veitches Early Market, Christmas White. For spring use, Snow White, Late Queen

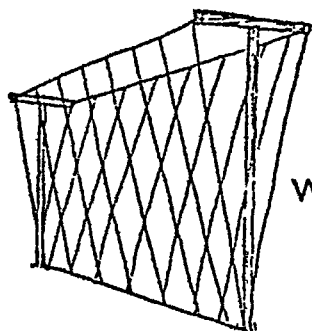
Sprouting Broccoli —Very hardy, and will grow almost anywhere. Useful for cutting early in the year when vegetables are scarce. Treat as for ordinary broccoli grown out of doors.

Brussels Sprouts —Need the same treatment as broccoli. The ground should be well dug, but not too heavily manured, otherwise the sprouts become soft. When planting out, allow at least 2½ feet between the plants. These should be put in very firmly to encourage sturdy growth. When gathering the sprouts start from the bottom upwards. When these have all been picked, the tops make useful greens. *Varieties* —Aigburth, Veitch's Exhibition

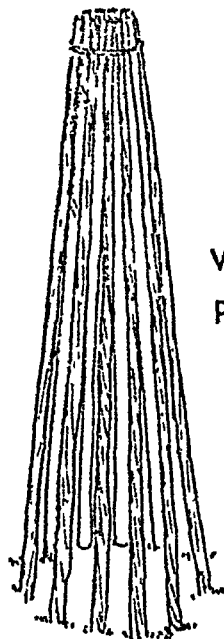
Cabbage.—Seed sown in July and August will produce plants ready to cut in the spring. Seed



With pea sticks .



With string and wire



With poles

75 *Three methods of staking beans.*

of the Savoy type sown in the spring, will produce cabbages to cut in winter. When the plants are transplanted they should be $1\frac{1}{2}$ to 2 feet apart *Varieties* — (Spring Cabbage). Flower of Spring, Earliest of All Harbinger Savoy (winter), Best of All, Drumhead

Carrots — Do best in a deep well-drained, light soil. Crops should be sown for succession every fortnight from the beginning of March until the end of June. Sow in drills with the rows a foot apart. Thin the plants when they are large enough, and leave 6 inches between. The soil should be trodden down after thinning so that it is firm. Carrots can be pulled as required, but the main crops should be

lifted in October, and the leaves cut off $\frac{1}{2}$ inch from the root. Store the same as beet *Varieties*. — Early Nantes, Scarlet Intermediate

Cauliflowers — These like well-dug, manured soil. For an early crop sow seed in a little heat in January and plant out in April. For the main crop, sow in the open at intervals from March to May. Plant out when ready, 2 feet apart. During the summer, give a dressing of nitrate of soda, at the rate of 1 oz per sq 'yd'. When the hearts begin to form, bend the leaves over them to keep them white. *Varieties* — Early Snowball, Autumn Giant.

Celery: — Grows best in trenches which have been prepared in advance. These should

be at least one foot wide, and dug out a foot deep. In the bottom of the trench place a good thick layer of well-rotted manure, and cover with 3 inches topsoil, then leave until the plants are ready.

Sow seed in gentle heat under glass in February. When the seedlings have 2 pairs of leaves, prick out into boxes. Continue to give a little heat, then harden them off, and plant out in the trenches in June 6 to 9 inches apart. Mulch with grass cuttings and water when necessary in the summer.

To Blanch—Give the first earthing up in August, and another in September, taking care the soil does not get into the hearts. Collars of cardboard or paper can be used for blanching instead of earthing up. Celery may be dug from October onwards but is better after the first frost. *Varieties*—Giant White, Superb Pink, Standard Bearer.

Endive.—Seed sown in May provides plants for cutting from June onwards, and seed sown in September will give a supply during the winter. Transplant seedlings a foot apart. When the leaves are about 8 inches high tie them up to blanch the centres, or else invert a flower pot over each plant. Need plenty of water during dry weather. *Varieties*—White Curled, Moss Curled, Batavian (for winter).

Kale.—One of the hardiest winter greens. Treat as for broccoli. *Varieties*—Drumhead, Curled Scotch, Thousand Headed.

Leeks.—These may be sown at

the same time and treated in the same way as celery grown in trenches, or else sow the seed in drills in the open ground at the end of March or beginning of April. When the seedlings are large enough plant out into permanent quarters, by setting each leek in a hole made with a blunt-ended dibber, so that only an inch or so of the leaves stand out. Water well in. This will wash the soil round the roots to give them a start. Leave plants in the ground until they are wanted for use in the winter. *Varieties*—Royal Favourite, Improved Musselburgh.

Lettuce—*Two Varieties*—Cos which has long leaves and grows fairly tall and Cabbage. Soil should be well dug and manured, and successional sowings made from March onwards in the open to ensure a supply throughout the summer. Sow seeds in drills, and thin and transplant to a foot apart. In dry weather, keep well hoed and watered. If an early crop is required, sow under glass in February and grow on in frames. Most Cos varieties should be tied for blanching. *Varieties*—Cos, Little Heart, Little Gem, Cabbage Tom Thumb, All the Year Round, Favourite.

Onions.—These need plenty of manure, but the ground must be very firm before planting. Seed can be sown in heat in January and planted out in May to June. Plant 6 inches apart with rows 15 inches apart, or else sow in drills in the spring and thin out at intervals. Use the

thinnings as "spring onions" May also be sown in the autumn and planted out in spring

Just before the tips turn yellow in summer, the stems should be bent over about 2 inches above the bulb. This prevents them from running to seed, and increases their size. The crop should be harvested in the autumn, and the bulbs bunched and hung up and stored in a dry place for winter use. *Varieties*.—Ailsa Craig, Bedfordshire Champion, Tripoli, Giant Rocca (for autumn sowing)

Parsnips.—These prefer a heavy soil. Sow seed in drills in March, and thin plants to 6 to 9 inches apart. Rows should be 15 inches apart. *Varieties*—Tender and True, Student

Peas.—These thrive best on ground that has been deeply trenched and manured for some previous crop. Sow from February to July for early, mid and main crop. Sow seed about 2 inches apart, and let the distance between the rows vary with the height of the peas. Dwarf varieties do not need staking, but taller varieties should be staked with pea sticks when 4 inches high. Seed may need protecting from the birds if they are troublesome. A mulching of manure or lawn mowings is beneficial in the summer. To maintain a succession of peas, a fresh row should be sown as soon as the seedlings from the last row have appeared. *Varieties*—(Early) Little Marvel, Gradus. (Mid) V.C. Prizewinner, Admiral Beatty; (Late) Best of

All, Magnum Bonum, Latest of All

Potatoes.—Ridge soil in the winter and then fork over before planting in the spring. In February place seed potatoes in shallow boxes or trays with their eye end upwards to encourage them to sprout. These should be kept exposed to the light but in a frost-proof shed. Planting should be done in March for early varieties, but for main crop in April and May. The seeds should be planted 18 inches apart, with 2 feet between the rows and should be earthed up as soon as the stems are 8 inches to 12 inches high. This usually needs doing twice.

Early varieties should be dug as soon as the tubers are large enough. Main crop should be lifted and stored after the haulms (stalks) have died down. *Varieties*—(Early) Epicure, Sharpe's Express, Arran Pilot, Eclipse (Mid) Arran Comrade, British Queen. (Main) Majestic, Great Scot, King Edward VII.

Radishes.—Make fortnightly sowings in a warm border from February onwards. Sow seeds in drills 9 inches apart. Thin plants as required. For an early crop sow under glass in January. At all times grow in a good light soil which is helpful to quick growth. Slow growth makes tough radishes. *Varieties*—Early Rose, Red White Tipped, Long White.

Rhubarb.—Will grow on any soil, but this should be deeply dug. Best to buy crowns in March, and plant them 3 feet

apart Don't pull stalks during the first season In the autumn, cover crowns with manure

Forcing—1 Lift roots early in the spring, pack in boxes, and take into a dark shed or cellar with a temperature of 50 deg F. 2 Cover crowns in the ground with earthenware rhubarb pots, and pack round with stable manure Remove pots in April. *Varieties*—Champagne, Royal Albert, Victoria

Shallots.—Treat the ground as for onions Plant the bulbs in February to March, 9 to 12 inches apart Simply press the bulb into the soil, and do not fully cover it. Hoe frequently during the growing season Lift the clumps as soon as the tops begin to wither, and store like onions *Varieties*—Giant Golden Skinned, French Red.

Spinach.—Needs a fairly rich soil, as it runs to seed if the land is poor Make successive sowings from the beginning of March until August Sow in rows a foot apart and thin out plants to 6 inches apart Sow winter varieties from August to October *Varieties*—Long Standing Round, Long Standing Prickly (winter use)

Turnips.—For an early crop sow under glass in January May be sown out of doors from April to August Thin plants until they are 6 inches to 9 inches apart Prefer a light soil. Remove tops and store as Beetroot *Varieties*.—Early Snowball, Early White Milan, Golden Ball

Vegetable Marrow—Sow in heat in April and pot off singly

Gradually harden off ready to plant out in June They grow best on beds packed with well-decayed manure and turfy loam. Keep watered The tips of the trailing variety should be pinched out when the plants are growing freely. *Varieties*.—(Trailing) Table Dainty, Long White. (Bush) Superlative, White Bush **Watering**.—Outdoors—When watering the garden in summer, evening is the best time Do not water a plant when the sun is on it Do not give the plants a sprinkling of water. They need a thorough soaking If planting out seedlings, watering them in is often necessary Do not forget that in dry weather grass needs watering as well as the borders

Pot Plants—Plants require much more water when they are in active growth than when they are dormant Avoid over-watering. Test by rapping the pot sharply with the knuckle, or with a light hammer A clear ringing sound indicates that water is needed This does not apply to plants that have been potted lightly, or if the pots are root-bound Watering is preferably done in the morning and again in the early afternoon if necessary Newly-potted plants should not be watered for two or three days Usually the higher the temperature, the more water required

Weeds.—Any plant not growing in its right place is a weed, and should be pulled up and destroyed Those that have long tap roots, or have run to seed should be burnt Others may be

dug in for manure. Amongst the most troublesome weeds are dandelions, plantains, docks, nettles, groundsel, bindweed and couch grass.

"The Dandelion thrives and blooms,
And Bindweed over all else looms,
With Couchgrass, Nettles holding sway,
'We need a Fork, and that to-day'"

—E. T. Ellis

Control.—*On Borders*—Keep down by good cultivation. Hoe at intervals and hand weed.

On Lawns—Daisies, dandelions and plantains are best dug out individually. For smaller weeds apply lawn sand

On Paths—Hoe and hand weed. Apply weed killer in the spring and summer when the ground is fairly dry, otherwise the weed killer becomes too diluted. A strong solution of common salt is quite effective, or else washing soda applied in solution at the rate of 5 lb to 10 galls water. There are also many effective patent weed killers on the market

The roots of plants such as couch grass and bindweed that have underground stems should be dug out and burnt.

Window Boxes.—These can be made easily and quite cheaply from wood. They are most effective if they are the size of the window-sill, and they should be 6 inches deep. Crocks should be put into the bottom of the box for drainage, then a layer of

leaves or rough material. A good soil with plenty of leaf mould and sand should be added only to within one inch of the top to allow for watering. The plants will need plenty of water during the summer. Plant up the boxes in the autumn to make a show of colour in the spring

Plants to choose.—*Spring.*—Wallflowers or forget-me-nots are useful as these provide some greenery during the winter. Daffodils, hyacinths and grape hyacinths may be planted between them. Try to get the colours of the flowers in the boxes to tone with the colour scheme of the room to which the boxes belong. When the plants have flowered in the spring, they should be taken up, and if possible the soil in the boxes should be changed. There are many plants to choose from for giving a good display of colour during the summer and autumn

Summer.—The conventional window box of red geraniums, with white marguerites and blue lobelias is attractive. Other plants suitable are antirrhinums, asters, calceolarias, heliotrope, marigolds, nasturtiums, nemesia, petunias, and stocks. White alyssum and blue ageratum are useful for edging plants. These will flower well into the autumn

The boxes should always be kept free from weeds, and the soil pricked over with a hand fork occasionally.

Autumn and Winter.—Small pine-trees, with crocuses or snowdrops planted between, are very effective.

PETS AND POULTRY

TO obtain the maximum amount of pleasure from keeping pets you should follow the simple rules for feeding, housing, exercising and keeping them clean which are given in this section. As with human beings, many of the tiresome illnesses that attack animals are preventable, and it is not fair, either to yourself or your pets, to be haphazard in matters of this kind. Here you will find all the information necessary for keeping your animals and birds in perfect condition, and for ministering to them if they should fall ill. You will also learn what to do with your pets during holidays, and how to prepare them for shows, train or motor journeys.

Do you keep poultry on either a large or a small scale? Or, if not, have you ever thought what a boon it would be to have a constant supply of the very best new laid eggs for your household all the year round, without being dependent on shop supplies, the prices of which rise alarmingly at certain seasons of the year? This section explains how you can get excellent results from a few hens, even if you have only limited accommodation.

Birds, care of.—Four rules, the proper observance of which will go a long way towards keeping birds healthy, are:—

1. Remove the husks from the seed hopper daily, and provide fresh seed daily.

2. Wash the water-glass out and dry carefully each morning, and fill it with fresh cold water.

3. Cover the cage with a dark cloth at night if the bird is kept in a room where the light is turned on.

4. Cleanse the cage thoroughly once a week. The cage should have a false bottom which can be removed and scraped. It should be covered with clean, gritty sand before it is replaced.

To Feed Birds.—*Budgerigars*. One part red millet, 1 part white millet, and 1 part canary seed. They also like a little raw cabbage, chicory, chickweed,

groundsel, lettuce and watercress. You can vary this green food as you please.

If liked, soak oats in a shallow dish of cold water and let them sprout to an inch high. Cut sprouts as they are required. On no account serve them stale.

Bullfinch.—Hemp seed is most popular, but allow only a small quantity as it is very fattening. Vary this food with canary, rape and millet seed, and for a second course allow some hawthorn or privet berries or any fruit berries in season, or a little chickweed, some dandelions, groundsel or watercress.

Canaries.—You can buy specially prepared seed for canaries. When a hen is sitting, give the seed and a little green food until two days before the young are due to arrive, and then give soft food, which can be bought by

the packet. Give soaked seed twice a day and soft food thrice a day in separate dishes.

To prepare the soaked seed, soak a mixture of canary, rape and hemp in a basin of cold water and cover for twenty-four hours. Stir the seed once or twice during this time. Drain off the water twice and cover with fresh water. Well rinse the quantity of seed required in fresh water before serving. It is a good idea to soak the seed for the morning meal the morning before, and for the evening meal the evening before.

The green food for canaries is groundsel, chickweed or watercress. Give at least once daily. If possible, grow some canary grass and give to the birds in its green state, cutting it as you want it. Feed young birds with soft food until they are six weeks old, then gradually withdraw soft food and feed on soaked seed, dry seed and green stuff.

If you want to make your own soft food, mix crushed broken biscuits or stale breadcrumbs with finely-chopped, hard-boiled eggs. Plenty of green stuff must always be included in the diet, especially if this soft food is given to the hen while sitting. The parents should be allowed to feed their young with this food until they are able to look after themselves.

Doves.—Feed on canary and hemp seed and a little dari. If the birds are kept in a town where they can't pick up their own salad, give them some chickweed, grass, groundsel or water-

cress every day, and plenty of drinking water as well as water for bathing.

Parrots.—Give cooked or raw maize, hemp seed, any proprietary food sold for parrots, as well as nuts, fruit, and a little hard biscuit. Parrots also like plenty of dari.

Some parrots like bananas and very ripe, sweet oranges. Others prefer apples and pears.

Pigeons.—See DOVES

To Treat Sick Birds.—If, in spite of all the fresh air, cleanliness and exercise you give them, your birds should turn sick, this is how to deal with their principal ailments. Remember that if you place a sick bird in an even, warm temperature, warmth may bring it round without further treatment.

Canker.—Bathe with warm water, containing a few drops of reliable disinfectant. Dress the sore three times daily with veterinary ointment.

Diarrhœa—This is usually caused by allowing a bird to eat decayed green stuff, or sour food, or to drink impure water. Give two drops of castor oil with the point of a skewer, or knitting needle, then mix as much prepared chalk as will cover a sixpenny piece with its soft food, and add fifteen drops of tincture of opium to the drinking water.

Sores and wounds.—Anoint with vaseline.

Bird Cages.—The ideal cage for birds, particularly singing birds, is shaped like a wagon and fitted with a false bottom so that it can be easily cleaned.

See that the perch is so placed that when the bird is perching, its tail does not touch the floor, nor its head the top of the cage.

A cage one foot square and two feet high is large enough to house a canary. If you want to house a pair of canaries, or two other birds of the same size, the cage ought to be two feet long, one foot high and one foot deep. Not only is a small cage bad for the health of the bird, but it is inclined to hinder breeding.

Aviary.—If you keep a number of birds and want an aviary, remember that the object is to make it as close an imitation of natural conditions as possible, whether it is an indoor or an outdoor affair. The temperature, the plants with which it is stocked, and the size will depend on the type of birds to be kept in it.

An outdoor aviary for average-sized British birds should be about sixteen feet high, the other dimensions depending on the number of inmates. It requires a zinc roof, with gutters to prevent the rain lying on the top, and should have a south aspect. It is best built against a good brick wall or strong wooden boarding, and should have a wire front and glazed sides.

Provide plenty of perches, little trees, and nesting boxes. For foreign birds, part of a well-heated conservatory partitioned off makes an ideal aviary.

Cats.—**To Choose**—Whatever kind of cat you choose, whether a pedigree or an ordinary cross-bred animal as the household pet and mouser, always see that

the coat is sleek, the body well conditioned, the ears clean and sweet-smelling, and that there is no sign of any bare patches or scabs on any part of the head or body.

To Feed.—A cat will not stray, and will be a credit to his home if he is well looked after. Begin by feeding him well. Provide a large saucerful of finely-chopped liver, lightly boiled, once or twice a week. In between, ring the changes on boiled fish, allowed to cool, cooked or raw rabbit, game and meat. On no account allow pussy to have either fish or game bones. You may hate to refuse either of these dainties, but if you value the company of your cat you'll see that he gets no bones of this kind.

There's quite a difference of opinion about how cats should be fed. Some authorities insist on a simple diet of fish and meat. Others vary this menu with milk or a little milk pudding. I prefer the latter method, or bread and milk.

Accustom your cat to eating vegetables from the very start. Ring the changes between cabbage, marrow, greens, carrots, peas, beetroot and turnips. It is usually possible to keep some vegetables from your own meal to add to pussy's menu. Some cats don't like milk. Don't let this worry you, but substitute fish. Always give a supply of clean, cold water every night and morning in warm weather. In cold weather heat the water slightly. Substitute weak meat

and vegetable broth occasionally for water.

To keep a cat perfectly fit you should feed it regularly every day with chopped game or meat, sometimes raw, sometimes cooked. Once in a while vary this diet with flaked, freshly boiled fish. Give the cat a large bone occasionally, but no small bones, and don't leave any food of this kind lying about where he can get at it.

To Groom.—Groom your cats daily with a brush and comb as you would a dog. This is especially important where Persians are concerned, for not only does the coat look unsightly if it becomes matted, but the cat is very liable to swallow loose hair. Use a long-bristled brush and an even sweeping movement so as not to break the hairs.

Don't bath a cat yourself, if you are sending one to a show have it washed by an expert. A white or light-coated cat can be given a dry shampoo. Clean the ears occasionally with a piece of cotton-wool wrapped over the end of a rounded penholder.

To House.—Cats are particularly adept at making themselves comfortable, but they will appreciate a roomy basket for a bed or a box raised off the ground to keep it out of the draught. A straw-filled pillow and blanket, thick enough to be comfortable but not taking up too much room, are the best bedding. Cats love the sun, and should be given an opportunity of sitting in its rays whenever possible.

A box half-filled with sawdust

or ground peat moss, which should be changed every day, will provide suitable sanitary accommodation for a kitten or grown cat that either temporarily or permanently for some reason has not the use of a garden.

A cat *must* keep his claws sharpened on something, and to prevent him scratching the furniture you should provide him with a rough piece of wood in some form, but firmly attached to the floor, wall or its box, so that it remains stationary.

On Holiday.—If you take your cat with you on holiday, pack it in a basket as you would if you were sending it by rail (see below). If you are going by car, take a basket on your lap if possible, or, if your pet is fairly docile, tie him into a warm, flannel bag with the head protruding, and carry him.

If you close your home at holiday time and have to leave your cat behind, make arrangements about his food when you're away, and see that it is possible for him to come and go at will. If it is impossible to have him taken care of at home, send him to a holiday home which has a good reputation. If you are also sending a dog to a holiday home, send them together, they will be happier than if separated from each other when they are away from you.

To Send Cats by Train.—When you have to send a cat by train, place it in a securely-fastened, fair-sized basket, cushioned and lined with flannel to prevent draughts. The basket

should have a strong handle on top and be fitted with side handles or pieces of projecting cane or wood to prevent parcels being packed too close to it. If this is not done the cat may suffer seriously for want of air.

Inscribe "Live Cat" in large letters on top of the basket and write the destination in block letters.

Don't give the cat any food for at least two hours before sending it by rail. If you do, the jolting of the train may make it sick.

To Treat Sick Cats.—The average cat, if it is given a warm place to sleep and suitable food, will very seldom fall sick. Never give your pet milk and meat at the same time, as this causes acidity and indigestion.

If the cat cannot get at fresh grass during the moulting periods give a large teaspoonful of glycerine three mornings running, and a teaspoonful of paraffin on the fourth morning, to get rid of any hair balls it may have swallowed. The best way to administer oil or any medicines is in an empty capsule.

This is how to treat any common ailments and accidents which may befall your cat —

Burns—Apply warm boracic ointment to the affected parts.

Catarrh—The symptoms are sneezing and running eyes. Give 2 drops of homœopathic tincture of aconite every 2 hours. Keep the cat warm and feed only on fish and bread and milk. Don't allow it to go near children as the disease is infectious.

Choking—The cat coughs and

attempts to vomit, won't eat or drink and runs about with its nose extended. Put the cat in a strong box, so that all the feet are enclosed, leaving the head out, open the mouth wide and remove whatever is lodged in the throat with a pair of forceps. If you cannot remove the object yourself call in a veterinary surgeon at once.

Constipation.—Mix one or two boned sardines with a little of their oil in with the cat's food, or treat regularly with cooked liver until he is better.

Ear canker.—The cat is continually scratching behind its ears and shaking its head, and there is often thick brown mucus in the ear. Sometimes there are sores behind the ears. Apply an ear canker lotion daily for a few days, and then bathe with peroxide of hydrogen in warm water (a tablespoonful of peroxide to five tablespoonful of water), and dry thoroughly with cotton-wool wound round a matchstick. Repeat the treatment until the ears are clean and dry.

Fits—These are usually caused by teething or worms. Apply a sponge dipped in cold water continuously to the head, and give half a cascara tablet.

Indigestion—This is usually caused by wrong feeding or a badly balanced diet, and should be attended to at once as if it is neglected it may result in constipation, diarrhoea, sickness and skin troubles. If the cat is only slightly affected, give as much bicarbonate of soda as will

cover a threepenny-piece, in water or milk, whichever is liked, after each meal. If the attack is severe give half a cascara tablet daily for three days.

Insects.—To get rid of fleas and lice in a cat's coat, use a good insect powder, massaging it into the skin and gently combing the fur the wrong way. Nits can be removed by sponging the coat with vinegar occasionally.

Mange.—The disease starts with small, red, hard spots on the head and neck which gradually spread all over the body. Apply a good skin dressing and disinfect the cat's quarters. Feed up well with milk and gravy, meat or fish and your favourite patent "pick-me-up."

Poisoning.—1. *Arsenic*.—The symptoms are severe diarrhoea, violent vomiting, motions tinged with blood. The cat is in great distress. Give a dose of olive oil at once and take the cat to a vet.

2. *Lead in paint*.—The symptoms are violent sickness, griping pains, constipation. Give a dose of olive oil with the addition of 10-20 drops of brandy, according to the age of the cat.

3. *Phosphorous*.—The symptoms are violent sickness, the breath smells of 'phosphorous and the vomit is luminous. Give small and frequent doses of sulphate of magnesia—10 grains to a tablespoonful of sweetened water—every two or three hours until the bowels move freely. Give a teaspoonful of essence of beef occasionally.

4. *Strychnine*.—The cat has

violent convulsions, the legs becoming as stiff as a poker, the fore ones drawn forward and the hind ones backwards, while the head is drawn back on the body. Breathing ceases during the convulsions. Give 2 or 3 teaspoonfuls of ipecacuanha wine at once. If this is not available, give warm salt water.

Ringworm.—Paint the affected parts with iodine every other day.

Worms.—A little salt in the cat's food helps to prevent worms. Give worm powders or capsules.

Cats with Kittens.—Cats nearly always have their kittens with very little difficulty, but the nursing mother requires special attention.

Two hours after the birth of the kittens, offer her an egg beaten up with a pinch of salt and a saucerful of warm milk, then feed on one of the foods recommended for cats nursing kittens for two days, giving her as much as she wants. Don't forget to give a bowl of fresh, clean cold water night and morning, taking care to wash the bowl every time you fill it.

On the third day give pussy some boiled cod or hake, as well as the milk food. On the fourth day try her with a saucerful of porridge, made with oatmeal, water and minced meat. Cook till the meat is soft. Remember pussy requires more food than usual when she is nursing.

Keep to the diet suggested—milk food, a little boiled fish, oatmeal and meat porridge—for four weeks. At the end of that

time the kittens will start sharing their mother's food.

Begin weaning them when they are six weeks old by removing them from the mother during the day and returning them at night. When they are eight weeks old remove them altogether from the mother. Give them the diet suggested for adult cats but include one meal of oatmeal and meat or gravy porridge daily.

Be *specially* careful not to let kittens have small bones, they are not so discriminating as grown cats and are very likely to swallow bones and do themselves serious injury.

Cavies (Guinea Pigs) —Cavies are fascinating little creatures, and make excellent pets for children, as they are clean and docile.

Breeding.—The sow carries its young for seventy days, and the young are born with their coats fully developed. They begin to feed on the same food as their parents and to run about immediately. They should be taken away from the mother when they are six weeks old.

You must be careful not to introduce strange sows or boars into a hutch containing members of their own sex, although an adult boar may be kept with younger boars.

Feeding —See RABBITS

Housing —Cavies can be housed in much the same way as rabbits. They should have a bed of hay or soft straw, and warm boxes to sleep in. If they are kept in a run, be sure to see

that they are well protected from dogs, cats or rats.

The size of the hutches should be at the rate of a foot long and 3 inches wide for each inmate. In the summer cavies may be put in a pen on grass, which they will crop quite close, and the pen moved to a fresh spot each day.

Sick Cavies.—Too dry a diet sometimes results in skin irritation, which causes the animal to bite itself and patches to appear on the coat. If a cavy is seen doing this, substitute bread and milk for dry cereals, and add to it a pinch of carbonate of magnesia. Flowers of sulphur mixed in the bran mash will also help to relieve the trouble. Wash sores with disinfectant and then apply zinc ointment.

Dogs, to Exercise.—Regular and sufficient exercise is of paramount importance in keeping a dog healthy. It is of no use to exercise a dog freely one day and neglect to take it out at all the next. Some dogs require more exercise than others, the larger and sporting varieties, of course, must be given longer exercise than the toy dogs.

There is a maximum and minimum amount of exercise necessary for every dog, and it is worth while making a study of your pet's requirements in this respect. A dog can be *over-exercised*, which results in exhaustion and loss of energy.

Beware of giving a dog violent exercise such as expecting it to follow a bicycle. This may do it real harm and actually constitute

an act of cruelty. For the average sized, non-sporting dog a sharp walk for about half an hour morning and evening is suitable, but if you watch your pet carefully you will soon be able to judge just how much exercise he needs to keep him happy and healthy without tiring him.

To Feed—It is difficult to lay down definite laws about feeding dogs. The food required depends to a certain extent on the size of the dog and the breed. Toy dogs need $\frac{1}{4}$ lb. of meat a day; terriers $\frac{3}{4}$ lb., spaniels and retrievers and other gun-dogs of the same class, 1 lb. to $1\frac{1}{2}$ lb.; greyhounds, foxhounds, alsatians, etc., and all the larger breeds, 2 lb. Meat once a day is a good rule.

Here are suggestions for menus for a large dog:—

1. Stewed shin of beef with onion and stale toast soaked in gravy

2. Stewed liver and boiled rice.

3. Chopped raw beef

4. Stewed rabbit, greens and stale brown bread soaked in gravy.

5. Stewed tripe with a little rice.

6. Stewed flank of beef with carrot and broken biscuits mixed with gravy

The best time to give a dog his main meal is about noon in the cold weather and about 6 p.m. in the hot weather. Give him biscuits as a secondary meal at 12 noon or 6 p.m., depending on the time you give the main meal. It is unnecessary to give biscuits containing meat when the dog

has meat for the principal meal.

When his stomach is out of order give charcoal biscuits. Vary the biscuits from time to time and give cod-liver oil biscuits to weaklings. Give the dog a large bone to gnaw about three times a week, preferably after a meal.

On no account allow your dog to have any chicken, hare, rabbit, game or fish bones.

Bullocks and sheep's head and paunches make a cheap broth for dogs.

To Groom.—Once a month is sufficiently often to give a dog a bath in the summer, and it is best to avoid bathing him in the winter as much as possible. If you brush your dog daily, and always dry him thoroughly when he comes in out of the rain or mud, frequent washing is unnecessary.

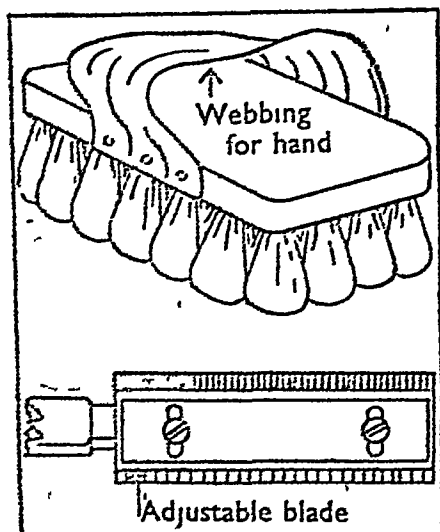
Rub a little bay rum into the coat once or twice a week all the year round, it will help considerably in keeping it clean.

A stripping comb can be used for the removal of the long soft hair so common among terriers. The most useful brush is the "Dandy" brush, which should be applied vigorously all over the dog's body and limbs, paying particular attention to the underparts of the body. A tooth comb can be used for the removal of fleas, and will often stop a dog scratching.

When you are using a stripping comb for terriers, be careful not to abrade the skin as the teeth of this comb are very sharp. An ordinary comb should be

employed for removing the long hair on the ears, body and limbs of soft-coated dogs such as collies, sheep dogs, etc

A very common condition of the coat is that known as



75 When grooming your dog, use a stiff brush with a webbing strap under which the hand is slipped. The stripping comb is held by its long handle. The steel teeth lift the dog's hair so that it is easily cut by the blade, which can be removed for cleaning and sharpening.

"felted" in which masses of tangled hair are found on the body when a dog's coat has been neglected. Clip out these felted patches at once. Dogs that are short of coat may have it dressed with toilet paraffin twice a week. Rub it well into the skin.

To House.—If you keep your dog in a kennel see that it is made of two thicknesses of wood, with a lining in between of felt, sawdust or cowhair, and have

the kennel made with the entrance at one side instead of at the end. This ensures that the dog can sleep out of any draught.

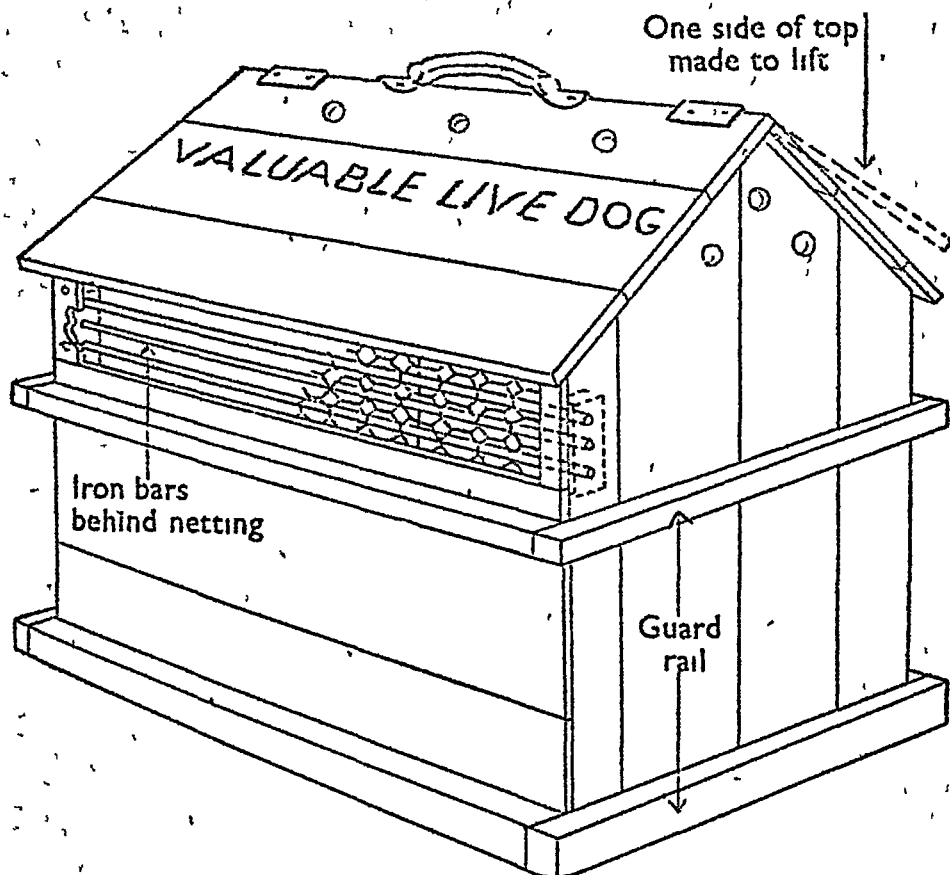
If one end of the kennel is a tightly-fitting door, an arrangement which facilitates cleaning, have a beading of wood fixed round the inside of the opening to keep out draughts. Better still, if it is necessary for the dog to sleep out of the house, to give him a warm shed or stable for his bedroom, with a box half-filled with straw or lined with a sack filled with straw.

To keep a dog comfortable indoors in winter, give him a basket on legs, lined with a thick cushion or rug. It isn't necessary to cover dogs unless the weather is severe.

To Send Dogs by Train.—If you are sending a small dog by rail, pack it in a strong box made with a pointed roof so that no package can be laid on top. Pierce air-holes on each side and on top. If he is going on a long journey, prepare the box as follows.—

Carefully saw out the wood from one side to a depth of three inches. Replace the opening with round iron bars, then cover with a fine-meshed wire on the outside. If you don't cover the box with wire, the dog may injure his nose.

To avoid packages being squeezed up against the box to the exclusion of air, fix a stout guard-rail an inch and a half from the side all the way round the box. Now paint the words "Valuable Live Dog" in large



76. *Important features of this box in which to send a small dog by rail are: the sloping roof, bars backed with wire, holes for ventilation, and the guard rail to prevent packages being squeezed against the box and excluding the air. The contents should always be described on the outside, as shown*

letters on a prominent part of the box or label. Use block letters and be as particular about his address.

If you are sending a large dog by rail, secure him with a collar and stout chain and muzzle him if he is at all snappy. If he is good-tempered, attach a muzzle to his collar. Write the address of his destination in block letters on a stout label and also attach this to the collar. If he is going on a long journey, write the

letters "P T O" after the address, and on the reverse side of the label ask that water be given to the dog either at particular stations or at all stopping-places.

Before sending off a dog find out his route and time of arrival, and write or telegraph the recipient. Ask that you be telegraphed if the dog does not arrive at the time you stated.

Try to arrange to send dogs always by night. Give the guard a tip to see that the dog is given

water every now and then if he is going a long journey, and if the dog has to be changed from one train to another write to the stationmaster at the changing-place and ask him to superintend the transfer

To Treat Sick Dogs.—You should always keep the following first-aid equipment for dogs.—

Thermometer
Tin of meat essence
Measuring-glass
Antiseptic gauze and wool
Bandages
Liniment
Castor oil capsules
Powders for sickness
Diarrhoea mixture of prepared chalk
Antidotes for poisoning
Tincture of aconite
Whisky
Ipecacuanha wine
Olive oil
Sulphate of magnesia

Here are some suggestions for diet for sick dogs —

1 Scraped raw meat is a good pick-me-up Administer in chronic stomach troubles and diarrhoea but not in the case of dysentery

2 Beef tea Give warm with a little bread or rice, and jellied Mutton or veal tea can be made in the same way and is a good pick-me-up

3 Meat juice, made from raw, lean beef Administer in cases of great weakness following illness or after violent vomiting

4 Giblet soup Make with chicken's giblets including scalded, skinned feet. Strain and

give warm Mix with a little rice, or stale bread or toast, or jelly.

5 Rabbit soup Split open the head of a rabbit Joint it and crush the long bones Put it in a saucepan, add the liver and a pint of water. Stew very gently for 2 or 3 hours, then strain through fine muslin Serve hot or cold with a little boiled rice, or broken stale bread or toast

6 Sheep's kidneys Grill and chop and mix with breadcrumbs.

7 Stewed sheep's brain in milk.

8 Boiled or fried white fish

9 Milk thickened with gelatine dissolved in cold water. Give for diarrhoea

10 One egg white heated with a cup of milk or water Give for gastric troubles

To Dose—To dose a dog, first of all make up your mind which of the following classes your pet belongs to.—

- 1 Up to 7 lb in weight.
2. From 7 to 25 lb
- 3 From 25 to 45 lb
- 4 Larger dogs

Now when you read that from a teaspoonful to a tablespoonful should be given according to the size of the dog, allow 1 teaspoonful for the first class, 2 for the second and 3 for the third and 1 tablespoonful for the fourth.

To give medicine, hold the dog between your legs, closing your knees Put one of your fingers between the back teeth and the cheek and pull the skin of the cheek away from the teeth This gives you a little funnel Pour the medicine into this

funnel. If the dog is savage, muzzle with a bandage round his nose before administering the medicine. To give powders, mix with a little stewed meat.

COMMON CANINE AILMENTS

Blood, impure or over-heated—

The symptoms are listlessness and loss of appetite, sometimes scratching. Give condition powders.

Burns—Apply boracic ointment, then cover with cotton-wool and bandage. If there is no ointment to hand, apply flour or starch freely before covering with cotton-wool and bandaging.

Colds—Symptoms are discharge from nose, and sometimes a cough followed by a white frothy mucus. Give half a teaspoonful to 2 tablespoonfuls of castor oil daily, according to the size of the dog. Feed on a diet of arrowroot gruel, jellied beef tea, a little scraped raw lean beef or a little well-boiled fish or tripe mixed with a little boiled rice. Give no vegetables of any kind. If the throat is sore rub it well with embrocation, and rub the nose with olive oil.

Diarrhœa—Give a dose of castor oil from half a teaspoonful to 2 tablespoonfuls, according to the size of the dog. Feed on a diet of arrowroot gruel, jellied beef tea, a little scraped lean raw beef or a little well-boiled fish or tripe mixed with a little boiled rice. Give no vegetables of any kind. Give barley water or egg white and cool, boiled water for your dog to drink.

Distemper.—The symptoms are shivering, loss of appetite, lack of energy, thirst, intolerance to light, possibly a cough and vomiting. Later there will be a skin eruption on the underside of the dog's body.

The dog must be kept warm and dry, offered beef tea, beaten-up egg with a teaspoonful of brandy, strong tea, boiled fish and small quantities of meat extract. In all cases of distemper a veterinary surgeon should be consulted.

Hysteria—Hysteria is a disease which always attacks very suddenly; the dog may be taken out, apparently quite well, but all at once it becomes excited, has a wild expression in the eyes and begins to bark vigorously, presently running away from its owner.

When a dog develops hysterical symptoms it must be taken home at once and put in a nice comfortable place so that it cannot do any damage to itself. Keep it absolutely quiet for the next two or three weeks, and call in a veterinary surgeon.

Milk Glands—Some bitches that are unable to breed or have not been allowed to breed have a secretion of milk at the time they would have whelped if mated. If the glands are very congested, milk the bitch once or twice a week with cotton-wool wrung out of hot boracic water, then dab the breasts lightly with camphorated oil.

Keep the food as dry as possible, and omit red meat from the diet. Give a dose of castor

oil and follow with condition powders the next day.

Poisoning—In all cases of poisoning an emetic should be administered immediately, and a veterinary surgeon sent for. A good emetic is a small piece of washing soda, about the size of a sixpence, or mustard, salt and warm water in the proportion of a teaspoonful each of mustard and salt, and six ounces of water. This emetic is suitable for dogs of medium size, such as a retriever or a spaniel. For small dogs give half the quantity.

The best emetics are ipecacuanha or antimonial wine, which are very speedy and efficient if a suitable dose is given as follows—

Toy dogs—2 teaspoonfuls. If there is no effect in half an hour, repeat.

Terriers—1 tablespoonful.

Gun-dogs—2 tablespoonfuls.

Mastiffs, Great Danes, etc.—3 tablespoonfuls.

Give the wine undiluted and in the case of dogs repeat only in half-doses. This should produce free vomiting and when the stomach has been emptied a little stimulant, such as sal-volatile, 30 to 60 drops, given in a dessertspoonful of water and repeated every three or four hours, is good. As a substitute give brandy or gin or whisky in doses, varying from a teaspoonful to a tablespoonful in water.

Warts—Brush the skin round the wart with vaseline, then dip the end of a match in glacial acetic acid and moisten the wart. Do this daily until it can

be scraped off. Apply a little washing soda to warts on a dog's tongue or lips.

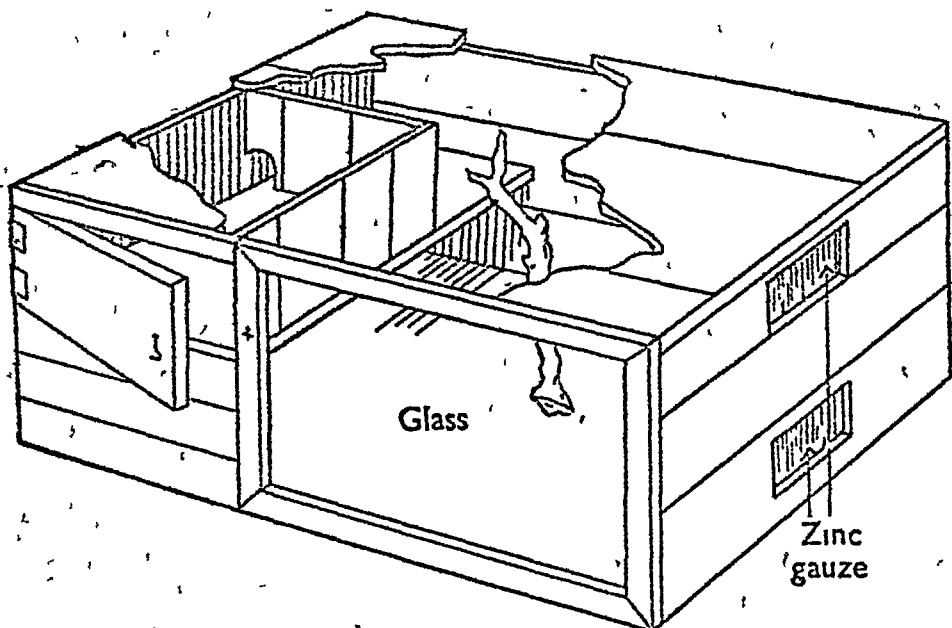
Worms.—The symptoms are rough, staring coat, poor appetite, bad breath, irregular bowels. Administer worm capsules or powders according to the size of the dog.

Dogs with Puppies—A bitch normally carries her young for nine weeks, but it frequently happens that puppies arrive a few days early or late, and it is very necessary to prepare suitable quarters for the mother in good time.

A roomy box, with a good bed of straw in the bottom, over which a piece of clean blanket has been fastened, is excellent for the purpose. A bed of straw without a covering is apt to bewilder the mother, and she may lie on one or more of her pups in consequence.

As soon as the pups are born give the mother a bowl of milk food and leave her alone. Keep her on a milk food for the first two days, allowing a saucerful every two hours. Leave a bowl with her last thing at night.

On the third day give her a small feed of bread and milk, or bread and gravy, slightly warm, every three or four hours. On the fourth day substitute boiled fish or stewed rabbit about the middle of the day, but see that all bones are removed. Continue the latter diet until the end of the first week, then gradually return to the normal diet, allowing half as much meat again as is eaten at normal times.



77 *A House for Dormice*—The sleeping box is reached by a tree branch and the outside door allows for cleaning. The zinc doors are for ventilation.

As the puppies grow bigger and demand more nourishment, gradually increase the size of the meal. If the mother's milk is of poor quality or insufficient, give her a basin of milk food for breakfast every morning as long as she is nursing her pups.

The mother's milk will be sufficient food for the pups until they are five or six weeks old.

When you are weaning the puppies, give them three meals a day of a good puppy food, and allow the mother access to them night and morning. When the pups are eight weeks old they should be completely independent of the mother, and start receiving solid food.

Two parts of biscuit meal to one of minced meat is excellent for the next month, and then

give them equal parts of these foods three times a day until they are six months old. Let them have a little fresh milk every day, plenty of exercise, and a deep bed of straw to sleep in.

As soon as the puppy is six months old it should be fed night and morning, chiefly on cooked meat mixed with biscuit or hound meal.

Dormice.—These little creatures have much to recommend them, as pets, both for children and grown-ups. They are inexpensive to buy, easy to look after, and very tame. Dormice that have become accustomed to their owners and have always received gentle treatment can be let out of their cages and will run and climb happily about

the room and allow themselves to be petted by their human friends

Feeding—Feed dormice twice a day and give them plenty of fresh water. They like bread and milk, most kinds of nuts, especially chestnuts, acorns, hazels and walnuts, fruit and biscuits. If you feed them very well and keep them warm, they may not hibernate in winter, but if they have once started to hibernate, you must on no account disturb them.

Housing—The small common dormouse should not be kept in a cage less than 20 inches square, but for the larger, squirrel-tailed variety, a house five feet long, and three feet from back to front, is necessary. One or two tree branches should always be provided for the dormice to take exercise on.

Be sure also to provide a comfortable sleeping-box, covered first of all with a layer of sawdust and then with hay or moss. Fix the sleeping-box high up at the back of the cage, with a door each end, one for entry by the inmates, and so arranged that they can climb to it up a tree branch, and one on the outside to facilitate cleaning. Have a glass pane in the front of the cage and provide ventilation by means of two little doors in the top and bottom of the house, covered with perforated zinc.

Gestation Table.—The following table shows the length of periods during which different animals carry their young.—

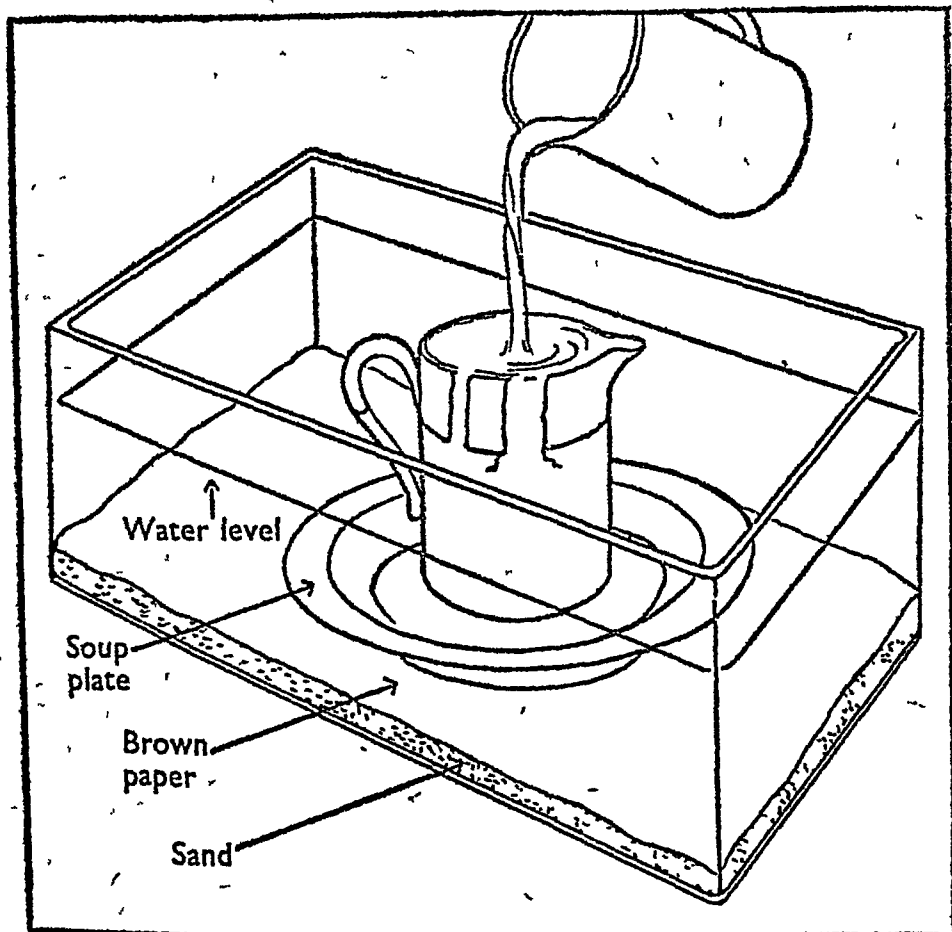
Cats	9 weeks
Cavies	70 days
Dogs	9 weeks
Mice	3 weeks
Rabbits	30 days
Rats	28 days

Goldfish.—Goldfish make most interesting as well as ornamental pets if they are properly housed and looked after. It is best to invest in a tank, correctly stocked, if you intend to keep the fish indoors. *Never keep the fish in bowls.*

The tank should be rectangular and covered with a glass lid, which will protect the inmates from dust and cats. If you put the tank near the window, the side nearest the window must be screened. Light striking the water except from the top is unnatural and harmful to the fish.

To Prepare the Tank.—Before placing the tank in its permanent position, wash it out with a solution of two teaspoonfuls of permanganate of potash dissolved in a gallon of water, then rinse and polish with a chamois leather. Now prepare a quantity of coarse river sand. Thames ballast, passed through a quarter of an inch mesh is suitable. You need approximately 11 lbs. to layer your aquarium to the depth of 2 inches for every square foot.

Wash the sand well in running water until the water runs crystal clear before adding it to the tank. Place the sand to the depth of an inch in front of the aquarium, and slope it up to three inches in depth at the back.



78 To fill a goldfish tank, cover the sand at the bottom with brown paper and pour the water from one jug into another jug-standing in a soup plate. This will prevent the sand "muddying" the water.

of the tank. You can buy a suitable compost mixed with a purifier, which saves you the trouble of washing the flooring, if you like.

Now, placing a sheet of strong brown paper over the sand, cut it to fit the extent of the sand, lay a soup plate on top and stand a jug in the plate. Pour water into the jug until it is full, then add more gently so that the water slowly overflows

the jug. Continue to do this until the tank is from a third to half-full of water.

When it is full enough, remove the jug without emptying any of the water out of it, then remove the plate and the paper as it comes to the surface. If you add the water in this way it will not be muddy but crystal clear.

To keep your fish healthy, see that the glass is always clean inside and out; you can clean

it with a clamoris leather or a long-handled brush sold for the purpose.

Do not have the temperature of the water above 65° F. in the summer or below 45° F. in the winter. Never allow spare food to lie on the surface of the water; skim it off as soon as you notice it.

You should consult an authority when planning a tank, so that you know how many fish are suitable for the size of your aquarium and what plants are necessary to oxygenate it and keep the water fresh and the fish healthy.

To Treat Sick Goldfish—If any fish shows signs of sickness remove it at once to prevent it infecting the others. If it has contracted what is commonly called the "cotton-wool" disease, or fish fungus, which is highly contagious, put it by itself in a pail of water of the same temperature as the water in the tank and containing salt in the proportion of 1 tablespoonful to a gallon.

You can tell when fish are suffering from this disease because they show a film or scum on the sides and fins.

Mice.—Mice are interesting pets and easy to keep if you remember three important points.—

1 They need warmth and suffer severely from damp.

2 They must have facilities for exercise.

3 Their quarters must be kept very clean.

Mice live for about three years. **Breeding**—A mouse carries its young for three weeks, and

has about five litters in a year. The young are born blind and without fur, but get their coats in about five days and can then begin to fend for themselves.

A doe in kindle should be separated from the other mice and given some hay with which to make a bed a few days before the litter is due to arrive. The young should be taken away from the mother when they are four weeks old, and the male and female separated.

Mice should not be allowed to breed before they are four months old.

Feeding.—Oats and bird's seed are the staple food of mice, but they also like bread and milk and tiny pieces of raw fruit or vegetable, such as carrots, turnip, apple and lettuce. Dry crumbs are also acceptable. Always give plenty of fresh, clean water, and see that no stale food is left in the cage.

Feed morning and evening, and provide a heavy-bottomed drinking bowl which can't be tipped over.

Housing—Never keep a mouse by itself in a cage, as it will pine if you do. Keep mice in pairs, or several together, allowing space at the rate of at least 6 inches for each inmate. The best type of cage is one with a sliding glass panel in front, which enables the activities of the mice to be watched without disturbing them more than is necessary to feed them and to clean the cage.

The cage should have two "storeys," with the nesting-

boxes, one for each mouse, on the top storey. In ready-made cages there are usually one or two ladders, as well as a wheel, which enables the inmates to have the exercise necessary to keep them in condition.

A thick layer of sawdust should be provided, and torn-up paper for the nesting-boxes. The paper and sawdust *must* be changed *very* frequently. A little powdered disinfectant may be sprinkled on the floor of the hutch before putting in fresh sawdust.

Sick Mice.—Mice are very susceptible to damp, and sometimes get a chill which quickly develops into pneumonia. The only possible treatment for this is to keep the animal warm and dry.

Affections of the coat, involving any kind of skin disease, are best treated by the application of sulphur ointment, and a little Epsom salts introduced into the drinking water. Reduce the quantity of cereals, and give more fruit and vegetables.

Poultry.—A regular supply of fresh eggs is necessary for every household. Well-bred pullets will lay between 180 and 250 eggs a year. It pays to keep birds that are bred to lay, for they cost no more to feed than poor layers. In order to have fresh eggs during the winter, the pullets should be hatched during the early spring—heavy breeds, such as Rhode Island Reds and White Wyandottes, in February and early March, and Leghorns in late March and in April.

Feeding.—If good nutritious eggs are to be produced, all the food factors which they normally contain must be fed to the birds. Foods containing proteins for body building, starch for energy, minerals for bone structure and egg shelling, and vitamins for the maintenance of health must all be supplied. Meat scraps, fish scraps or meat, or white-fish meal or skim milk (if available) will supply the proteins. Scraps of bread, potatoes, ground oats and maize meal will supply the starch. Green vegetables and oyster-shell grit will supply some of the minerals.

These foods should all be mixed together and then incorporated in a good proportion of wheat-feed, i.e., the by-products of wheat, which is now known chiefly in two grades, namely, Wheatings, i.e., the finer wheat-feed, and home-milled bran. These foods are more perfectly balanced in themselves than any other poultry food, and therefore comprise about two-thirds of the mash. Further, they contain the important vitamins A, B and E, all of which go to make the egg such a health-giving food.

Laying birds do better if grain is fed in addition to mash, and usually wheat, maize and sometimes oats are given. No more than two ounces of grain should be fed to each bird per day.

In the summer this should be scattered amongst the grass in the run, and in the winter it may be fed in the litter in the house, or in troughs according to the length of day. In trough-

feeding the birds can eat up the grain more quickly.

Mash may be fed wet or dry, and when pullets are in lay, they need about 2½ to 3½ ozs. each (dry weight). It is best to feed according to the appetite, because the rate of production will influence the birds' intake of food.

Poultry also need grit to assist in digestion—hard flint grit for tearing up the food and oyster-shell or limestone grit to help in shelling the eggs.

Housing—The pullets should be housed in a light, roomy and well-ventilated house. They must have light and plenty of air, and they hate dampness, so see that there is dry litter spread on the floor. This covering must be frequently renewed. Each bird should have 4 square feet of floor space, and she will require at least nine inches of perching space.

Very much better results are obtained if the birds can be given fresh grass runs, and the house should, therefore, be movable. Change its position frequently, to prevent bare patches forming on the grassland. Dust-baths are essential to the birds' comfort and health, so do not keep them on grass the whole time. When the grass is dry or scarce, fresh green food should be provided.

Broody Hens.—Signs of broodiness in a hen are a continual clucking, bristling feathers and attempts to sit on the nest at night instead of perching. If you don't want the hen to breed,

she should remain in an airy, shaded coop, raised about four inches from the ground. If possible, allow a bird to sit once or twice a year.

To breed birds successfully, it is essential to give the broody hen strict privacy. She should have a separate box or coop, with hay or straw in it, and a wash run with facilities for a dust-bath. Feed on good food, of course, give plenty of drinking water. Special points to remember when breeding chickens are—

1. Do not raise a whole setting (twelve or thirteen eggs) to a small hen, as she will not be able to cover them properly.

2. Look at the nest whenever she comes off to make sure that all the eggs are intact. If any are broken, wash the nest in warm water, dry them, and make a new nest.

3. If you have a setting of eggs sent to you from a distance, let them rest a few hours before introducing them to the nest.

4. Always offer a sitting of eggs to a broody hen at night.

The normal incubation period is twenty-one days. Of course, if you are breeding on a large scale for profit, you will probably find it pays you to install an incubator.

Chicks.—The mother and young chicks should have a box or coop and run to themselves. Move the house and run every day, and see that the ground beneath is very dry. It is not necessary to feed the chicks till the second day. Then give

bread and milk, dry chick feed, and hard-boiled eggs and bread-crumbs mashed up together for the first three days. Supply plenty of grit and some green food, such as a bunch of chickweed, grass, and onion-tops. Feed frequently and in small quantities, isolating the chicks from older hens for this purpose. Chicks are fully-feathered by the time they are six weeks old, and the mother may then be taken away.

Diseases.—Your fowls will not give you much trouble, with sickness if their houses are kept dry, scrupulously clean and well-ventilated, and are not overcrowded. But if any of them do fall sick, here are some hints on how to treat them.

Colds.—Isolate any bird that you notice constantly sneezing, snuffling or wheezing and running from the eyes and nostrils. Wash the face, nostrils and round the eyes twice a day with swabs of cotton-wool dipped in warm disinfectant-and-water solution. Feed generously and include plenty of fresh green stuff.

Liver-disease—Signs of liver disease, to which old birds are particularly subject, are a purplish comb and a tendency to sit and mope, away from the other birds.

Give less fattening food, more green stuff and an Epsom salts solution once a week, stirring it in with the mash. A teaspoonful once a week is enough for five birds. Encourage exercise by mixing food with the litter in the pens.

Crop-binding.—This is a con-

dition brought about by swallowing some large, hard substance, which remains as an obstruction in the crop. Give a teaspoonful of warm castor oil, and shortly afterwards try to dislodge the obstruction with your fingers. If this is unsuccessful, a minor operation may be necessary.

Scaley Leg—To prevent this disease, which is caused by a parasite under the skin, rub the legs with paraffin oil about once in every three months. Treat a fowl suffering from scaley leg by washing the legs with warm water and disinfectant. Dry well, and rub with sulphur ointment.

Rabbits.—**Breeding.**—The smaller the variety of rabbit, the earlier it is likely to breed. Thus, breeding ages vary from six months to eight months. It is best not to mate two animals of the same age. Always introduce the doe into the buck's hutch; if the buck is taken to the doe, she will probably object.

A rabbit carries her young for thirty days, and starts to make a nest about four days before they are due to be born, using straw from the hutch and some of her own fur.

Does should be given extra food and plenty of clean water during gestation and while they are nursing their young, but don't disturb them more than is necessary.

The young rabbits should be weaned at from five to seven weeks old, and does and bucks should be separated when they are ten to twelve weeks old. Young rabbits can be fed like

older rabbits when they are weaned.

To Feed.—Feed rabbits twice a day, in the morning and in the evening, planning their menu according to the season. In the winter you can give them bran, oats or wheat, with hay and carrots or swedes. If you want to fatten them, give them barley meal and pollard. Mix these with water into a crumbly mash and give morning and night in addition to other food.

In the summer-time all that rabbits require for ordinary purposes are a few oats alternately with a handful of bran, and a handful of green food in the morning and plenty of hay and green food at night. You can ring the changes between clover, dandelion, groundsel, chickweed, lettuce, cabbage and cauliflower leaves, carrot and celery tops, green oats and wheat and meadow grass. Never gather green food from roadside hedges because this is liable to be contaminated by dogs, and may cause all sorts of complaints among your rabbits.

It is best to allow green food to wilt before giving it to young rabbits, especially when they are just starting on green food after a winter diet.

Use heavy, flat-bottomed feeding vessels, one for food and one for water, and provide fresh water every morning.

To House.—Any suitably sized wooden box, the boards of which are not less than an inch thick, can be made into a hutch, with the aid of a few screws, a piece of

wire netting, hinges and fastening for the door.

The size of the hutch will depend on the breed of rabbit to be kept in it, the largest varieties, such as Flemish giants, need hutches, at least 4½ feet wide, 2 feet from front to back and 2 feet in height, medium-sized rabbits require hutches 3 to 4 feet in width, 2 feet from front to back and 1 foot 9 inches in height. For the smallest varieties a hutch only 2½ feet wide but the same depth and height would be sufficient. You should keep Angora rabbits in a hutch with a wire bottom and a tray underneath to catch droppings, otherwise the wool gets dirtied.

Bed the hutches to a depth of 1½ inches with sawdust and cover with hay or soft straw. Clean single hutches twice a week and hutches in which several rabbits are kept every day. The floors of the hutches should be thoroughly scraped and brushed every week.

To Treat Sick Rabbits.—*Diarrhœa*—This is often caused by giving the animals too much of one kind of green food, or suddenly changing the diet to something more heating. Give water to drink and some fresh meadow grass, and try feeding young rabbits on bread and water for a few days. Alter the diet you are giving at present as far as possible.

Fleas, insects.—Rabbits, especially long-haired varieties, should be groomed with a brush, and if there are any signs of insects, sprinkle the fur with insect powder. If the hutch is kept

very clean and the straw is always fresh, rabbits will be troubled very little with these pests.

Snuffles.—Rabbits are very apt to catch this disease, which is most infectious, and can also be caused by damp housing. For this reason great care should be taken not to leave damp bedding in the hutch, and if the wood-work itself becomes impregnated with damp, the animal should be removed to another hutch until its permanent house is thoroughly dry. A rabbit with snuffles will not eat, coughs, and has a perpetual discharge from the mouth and nose.

It should be isolated at once and its hutch disinfected. Give it plenty of corn and bread and milk, no green food, and drop a little eucalyptus oil and glycerine in the nostrils two or three times a day.

Tortoises.—**Land Tortoises.**—There are two types of tortoise, the land tortoise and the marsh tortoise. The land tortoises are vegetarians, and should not be allowed to roam the garden at will, or they will destroy lettuces, cabbages, strawberries, etc., if they are available.

Give the tortoise a pleasant, sunny corner of the garden, bounded on one side by a wall, and erect a board fence to prevent it from straying. It is always best to keep a pair of tortoises.

If there are eggs and you want to hatch them, put them in sand in a green-house and keep at a temperature of about 80 deg Fah. They will take about two months to hatch out.

If you cannot provide warm accommodation for your pets in the winter-time, they will hibernate, burying themselves in the earth, in which case you should keep a careful note of their position. Or you can keep them in a box filled with soil and leaves till the spring.

Feed them on lettuce, dandelion and buttercup flowers, grass and cabbage, with currants, and strawberries as an occasional extra delicacy.

Marsh Tortoises.—The Marsh tortoises live partly on land, partly in the water, so they are suitable pets only if you have a pond. They feed on insects, worms, newts and fish and may be given raw meat. Like the land tortoises, they hibernate unless they are provided with sufficiently warm quarters and suitable food. The water of the pond should be kept chilled.

Here again, it is best to keep a pair of these creatures, and to provide some light, sandy soil in which eggs may be deposited.

To prevent the tortoises straying, have a low fencing of wire-netting round the pond.

HOME DOCTORING

In collaboration with George Somerville, M.D., D.P.M.

THE following section is intended to help you to render efficient first-aid in the accidents and illnesses that are of frequent occurrence, among both children and adults, in everyday life, and to enable you to recognise, treat, and as far as possible, prevent, the simple departures from health that may be found in every household.

In all serious cases, and whenever doubt or difficulty arises, a doctor should be summoned at the earliest possible moment, but prompt action may be essential before his arrival, or problems of treatment may arise during his absence. Presence of mind is the first essential in meeting any of the numerous emergencies which are likely to occur. Without it, even minor accidents and illnesses may be magnified into serious disasters, and real dangers prove fatal for lack of adequate attention. It is necessary to understand exactly how dangerous any emergency may be before it can be dealt with satisfactorily, and this is only possible if the mind is capable of calm consideration and unhurried decision.

This section tells you how to stock your medicine cupboard, the symptoms of the more common ailments, and the appropriate remedies to apply or measures to take in dealing with everyday ills. Armed with this knowledge, no ordinary emergency, illness, or accident, should catch you unawares.

STOCKING THE MEDICINE CUPBOARD

In every home a special cupboard or chest should be set apart for medicines and medical appliances and, if possible, the chest should be divided into three separate compartments, one, for external remedies, one for internal remedies, and one for poisons. Bandages, lint, etc., can be stored by themselves or kept with the remedies for external use.

The following articles should be kept in every household:

Adhesive tape

Bandages—1, 2 and 3 inch.

Bath thermometer.

Clinical thermometer (with magnifying lense)

Court and sticking plaster.

Eye-bath

Eye-shield

Finger and thumb stalls

Glass dropper for administering drops

Graduated medicine glass

Long-handled hair brush (for painting throats).

Medicated wool.

Nasal douche

Needles and thread.

Packet of medicated gauze.

Quart measure

Roll of boracic lint

Safety pins

Scissors (round ends).

Small india-rubber syringe (for ears and nose).

Small silver penknife.

Syringe with detachable nozzle ($\frac{1}{2}$ -pint size).

Wadding

The medicine cupboard will of course contain medicines ordered by the doctor from time to time. Care should be taken to discover which of such remedies may safely be stored against a recurrence of the trouble; the remainder should be thrown away when the illness is over. It is a good plan to keep all prescriptions with a clear note on their covers stating when they were given, for what illness and for which person. But for serious diseases it is *never* advisable to give medicines without first consulting a qualified physician.

Nevertheless, there are a number of slighter ailments, common to most people at some time or other, for which there are simple remedies, easy to apply and of proved efficacy. The following is a list of them with a note in each case of the condition they may be expected to relieve. Every medicine chest should contain a sufficient stock of these restorers

Almond Oil — Earache.

Arnica — For sprains and bruises.

Aspirin — For headaches, toothache and colds, where advisable

Benger's Balsam — For neuralgia.

Bicarbonate of Soda. — For acidity, burns and scalds, flatulence, indigestion, palpitation of the heart, etc.

Boracic Ointment. — For bruises,

burst blisters, cuts, scratches, etc.

Boracic Powder and Crystals — For fomentations, antiseptic, dusting wounds, etc.

Bran. — For poultices

Camphorated Oil — As an embrocation

Cascara — Aperient

Castor Oil — Aperient

Chlorate of Calcium — Acidity.

Chlorate of Magnesia. — Constipation

Cough Lozenges.

Crushed Linseed — For poultices.

Disinfectant, such as Lysol, Condy's Fluid, Milton or T.C.P

Dry Mustard — For poultices

Epsom Salts. — Aperient.

Eucalyptus Oil. — For colds, catarrh

Friar's Balsam. — For colds, cuts, laryngitis, and as an inhalant.

Glycerine — For sore throats, colds, coughs, chapped hands.

Iodine. — For cuts, abrasions, insect bites, etc., to prevent infection and inflammation. Do not confuse with *liniment of iodine*, a blistering agent

Ipecacuanha — Emetic.

Lanoline — For skin roughness.

Liquid Paraffin — Aperient

Menthol — For headaches and as an inhalant

Oil of Cloves. — For toothache

Peppermint water — For indigestion

Potassium Permanganate of Potash Crystals — For use as a mouth-wash, for dentures and as a mild disinfectant.

Sal Volatile — For faintness.

Sodamint Tablets — For indigestion and dyspepsia.

Tannic Acid Solution.—With spray for burns

Tincture of Quinine —For colds
Washing-blue or Soda —For bites, stings, etc

Zinc Ointment. — For skin troubles, sores, etc.

If there are children in your household, the following remedies should also be stocked

Dill Water —To relieve colic or wind

Grey Powders —A mild aperient.
Milk of Magnesia.—A mild aperient

Paraffin Wax —To apply, in liquid form, to severe burns

Abrasions.—Slight bruising of the skin, caused by contact with some hard object, needs little treatment beyond a light protective covering, and perhaps a mild astringent ointment such as hazeline

In the case of the scalp, cleanse with a dilute antiseptic and dab with tincture of iodine—no dressing is necessary See also BRUISES

Abscess.—An Abscess of the Gum or Gum-boil.—This causes severe pain and throbbing in the neighbourhood of the affected tooth, and a dentist should be consulted as soon as possible, since the removal of the tooth will probably be the only cure

Treatment —If delay is unavoidable, apply heat to relieve the pain—hot fomentations to the chest and hold hot water in the mouth containing a mild disinfectant such as glycothymoline. An aspirin will also be helpful if the patient is able to take this drug without harmful effects

Abscess within the Ear.—Ear, ache accompanied by discharge—or of an unusually severe or persistent nature, should receive immediate medical attention, as an abscess may have formed and an operation may be imperative Do not attempt any treatment other than the application of heat in the form of hot flannels or a rubber bottle to the outside of the ear

A Painless Abscess.—Sometimes a painless abscess forms at the root of a dead tooth, and is dangerous to health, since it continuously supplies germs and and their poisons to the blood. In a persistent “run-down” condition for which no cause can be found, it is a good plan to have the teeth X-rayed, when any such focus of infection will be revealed

Adenoids.—Growths at the back of the nose which interfere with respiration, and also cause general ill-health, should be suspected in children who habitually breathe through the mouth, who snore, who are deaf, or who suffer from recurrent attacks of nasal or bronchial catarrh

The best informed opinion of to-day holds that most cases of adenoids are related to rickets and are due above all other causes to vitamin deficiencies in the diet Adenoids have to be removed by an operation, which cannot generally be performed under five years

Anæmia, treatment of. — Simple anæmias, which usually occur in young girls, signify deficiency in certain elements of the blood. The condition is

usually caused by want of fresh air, unsuitable diet, or insufficient exercise. Rapid recovery nearly always takes place under treatment, the essence of which is to improve the surroundings and the body itself. Provide simple and nourishing diet and see that your patient enjoys the maximum of fresh air and sunshine. If constipation is present, and it nearly always is, give a saline laxative. If there is any heart strain, insist on plenty of rest being taken.

Iron is the outstanding remedy. Administer it in the form of liver extract and include liver in the diet as often as possible.

Apoplexy.—Stroke or apoplexy is a loss of consciousness caused by a sudden interruption of the normal circulation in the brain (such as occurs with the bursting or blocking of a blood vessel). It usually occurs in stout, elderly men after a heavy meal or strenuous exertion.

Symptoms—The face is red, the breathing laboured, and there may be partial or complete unconsciousness, while a further sign is that the pupils of the eyes have become insensible to light and may be contracted unequally. One half of the body is usually paralysed.

Treatment—Loosen the clothing, apply cold water bandages to the head and keep the patient absolutely still. To prevent a recurrence of the attack, the patient should avoid alcohol, rich, heavy food, and habits of over-eating. Violent exertion, mental excitement or exposure to great heat are also dangerous.

Appendicitis.—Inflammation of the appendix, a small "blind alley" situated at the junction of the small and large intestines, may be caused by irritation set up by intruding matter, by prolonged constipation, etc.

Symptoms.—Sudden and severe pain low in the abdomen, near the right thigh, with sickness, faintness, feverishness, etc.

Treatment—External heat will help to relieve the pain. No aperients or enemata should be administered, and only water should be given by the mouth until medical advice is obtained. An operation is usually necessary, and neglect may have very serious consequences.

Appetite, disorders of.—Loss of appetite.—This may be an evidence of stomach disease or of general constitutional disturbance. A nervous variety sometimes arises in hysterical subjects. It is most resistant to treatment and the patient should be taken to a nerve clinic.

Increased Appetite.—This may be found in chronic gastritis, dilated stomach and pregnancy. A false appetite (satisfaction after the first few mouthfuls) occurs when the stomach is in an irritable state. A ravenous appetite is seen in diabetes, intestinal worms, Graves' disease and some mental diseases. Perverted appetite may occur in pregnancy, hysteria and bloodless states in girls. There is a desire to eat odd and strange things.

Treatment.—Disordered appetite is only a symptom and treatment lies in discovering its

cause, which must then be remedied.

Asphyxia.—See SUFFOCATION.

Backache.—This may be an early symptom of any infectious fever, or due to kidney disease, certain liver troubles, rheumatism or neuralgia. Other frequent causes of backache are self-poisoning from constipation, from a septic appendix, or from decayed teeth and, in women, disorders of the reproductive organs.

Treatment.—In cases of frequent backache, which may be caused by acidity, adopt a vegetarian diet and drink large quantities of water between meals, avoiding coffee, strong tea, and alcohol. Massage is beneficial, and undue muscular fatigue should be avoided. If the trouble continues, a visit to the dentist is indicated and, if that does not cure the pain, a doctor should be consulted.

Bandages.—Bandages are of two kinds

1. Roller bandages for which any long straight strip of clean white material will serve

2. Triangular bandages, made by folding a large square of material diagonally in half and cutting along the fold. The square should be about 40 inches along each side.

Triangular bandages have a special use as slings but can also be used for most of the same purposes as a roller bandage—that is, to cover wounds and to keep dressings in place.

To apply a roller bandage—First make the bandage into a

firm, smooth roll. Then fix it by applying the *outside* of the bandage obliquely to the inside of the limb and taking two circular turns covering the end.

Always bandage from below upwards and from within outwards over the front of the arm, leg or finger. Each turn of the bandage should overlap two-thirds of the turn covered, and the edges of the turns should be parallel and should not pocket.

To tie the knot.—In order to keep a bandage firmly in position it is often necessary to tie the ends in a knot. To do this, use a reef knot, that is, one in which the same end is kept either uppermost or undermost in both the first and second tying.

Bed-wetting.—Bed-wetting is the failure to control the bladder at night after the age when such control is usually established, namely about the middle, or before the end of the second year of life. The condition is rare in adults. It frequently happens that children who have been “dry” at night, change their habits when they are cutting their back teeth. This is only a temporary phase, and requires no treatment.

The “clean” child may start bed-wetting about the age of five years, and then it is nearly always a symptom of some mental disturbance. The more children are scolded for the condition the worse it will become.

Treatment.—Bed-wetting is very difficult to cure. Proper attention to the bowels during the day, regular relief of the

bladder, and the provision of a non-irritating diet are all-important factors in its prevention. But many other remedies, including suggestion and hypnosis have been tried.

It is important not to focus the child's attention on to its unfortunate disability last thing at night. A hard mattress, plenty of fluid during the day but little in the evening, and attention to the general health are some of the best remedies for dealing with this condition.

Bilious Attack.—A bilious attack may be due to a number of causes from unsuitable diet to eye-strain, gall-stones or malaria. An effort, therefore, should always be made to find out the cause of biliousness in a person who suffers from frequent attacks.

Symptoms—Pain, with a feeling of distress or oppression in the upper part of the stomach; nausea, sometimes accompanied by vomiting, headache, a coated tongue and often constipation.

Treatment.—The patient should lie down and be given alkaline drinks (bicarbonate of soda, 1 teaspoonful to 1 pint of water). When the pain is severe an emetic of warm water and salt may be given, hot applications to the abdomen give relief. A purgative, such as calomel, gr 2 should be given.

After the attack has passed, special attention should be paid to the diet. All fatty or greasy foods should be avoided, meat should be taken in strict moderation, and milk puddings, green vegetables and fresh fruits should

be eaten freely. Plenty of water should be drunk every day.

In children.—Frequent bilious attacks in children are likely to be a sign of acidosis, a condition in which fats cannot be properly digested.

Treatment.—The immediate remedy is to put the child to bed, give it a dose of magnesia or salts and provide a tablespoonful of powdered glucose three times a day. See that it has plenty of water sweetened, if desired, with sugar and orange juice.

When the child has recovered, take it to the doctor, who, if acidosis is really present, will prescribe remedies and a suitable diet.

Bites.—**Dog.**—The bite should be washed with carbolic or other disinfectant, or be painted with tincture of iodine and a dressing applied. If any serious swelling occurs, or if the dog is believed to be unhealthy, medical aid must be sought immediately.

Insect—Insect bites and bee and wasp stings can be relieved by the application of ammonia or a paste of bicarbonate of soda and sal volatile.

Mosquito—The bites should be washed with weak lysol or iodine and water before applying ammonia.

Bleeding.—See HÆMORRHAGE.

Blisters.—When possible leave a blister unbroken, except in the case of the feet, until the underlying surface has had time to heal. If broken, treat with boracic powder or ointment.

Blood, coughing of—When bright red, frothy blood is

coughed up in mouthfuls, consumption, heart disease, or laceration of the lungs from fractured ribs is indicated.

Treatment — Send for the doctor at once, and keep the patient on his side with the upper part of the body raised, maintain the utmost quiet, allow no talking keep the windows open; give small pieces of ice to suck, loosen the collar, and place an ice-bag on the chest with a thin layer of flannel beneath. Give no stimulants, but try to reassure the patient as much as possible.

Blood Pressure, high.—People with high blood pressure should adopt a simple and moderate diet, avoiding rich foods, and alcohol except in strict moderation; plenty of water should be drunk between meals, moderate exercise taken, and worry must be strictly avoided.

High blood pressure is most often due to the hardening of the arteries which is apt to occur with advancing years, and the best prevention is healthy living during adult life. (Normal blood pressure is about 120 mm of mercury as recorded by a special instrument—the sphygmomanometer.)

Boils.—The inflammation caused by a boil—a small, painful swelling on the skin, with redness and suppuration—can be reduced by hot boric lint poultices. The pus should be evacuated by surgical means and care taken not to spread the infection to the surrounding area.

Boils occur in “run-down” conditions, so attention must be

paid to the general health as well as to the diet, which should be plain and nourishing and contain fruit and green vegetables.

Exposure to ultra-violet rays is beneficial, and when there is a tendency to recurrence a vaccine may be necessary. See also GUMBOIL.

Bones, broken.—*Symptoms.*—Inability to move, severe pain, swelling; in a compound fracture the bone is sticking through the skin.

Treatment.—A novice must interfere as little as possible. Place the limb in a position as near the normal as can be, protect the patient from exposure and shock and summon skilled assistance immediately.

Bronchitis.—Catarrhal inflammation of the bronchial tubes, producing a feeling of tightness of the chest and a dry, hard cough, is usually caused by cold and damp or by irritating vapours, or is a complication of some other disease.

Treatment—The patient should be kept in bed in a room of uniform temperature and put on a diet of milk foods until his temperature is normal. Linseed or mustard poultices, inhalations of Friar's balsam (2 teaspoonfuls to 1 pint of boiling water) and cough medicines to promote expectoration will give considerable relief.

The patient should allow himself a thorough convalescence or Chronic Bronchitis may develop. The condition is specially serious in infancy and old age.

In Children.—The tendency to

bronchitis in children can be reduced by cutting down sugar, bread and potatoes in their diet and increasing the rations of milk, eggs, green vegetables and cod-liver oil. When the child is well, bathe its chest every morning with tepid water.

Bruises.—Severe bruises may be relieved by applying lint soaked in cold water or a mixture of equal parts methylated spirits and water. If the skin is broken, bathe with warm water containing tincture of iodine ($\frac{1}{2}$ teaspoonful to 1 pint), and apply lint spread with boracic ointment.

Bunions.—See DIET, HEALTH AND BEAUTY (FEET, CARE OF).

Burns.—Slight burns are relieved by applying boracic or eucalyptus ointment, or, failing these, olive oil. If more serious, the air must be excluded by covering the part with tannic acid jelly or with a solution which is sprayed on to the affected part.

In serious cases, and especially with children, shock must be guarded against, as this may prove fatal where the injury would not.

Carbuncle.—This is an inflammatory mass deep-seated in the skin, requiring surgical treatment and hot antiseptic poultices. A wick of sterile gauze inserted into the cavity after treatment will ensure free drainage. The patient must be kept in bed and the pain can be relieved by a hot water bottle or sand-bag beneath the pillow.

Catarrh.—In chronic catarrh, or inflammation of the mucous

membrane of the nose, throat, and bronchial tubes with troublesome discharge, make frequent use of a nasal spray with eucalyptus, benzoine, menthol, or other compounds in paraffin base.

Gargle night and morning with glycothymoline, listerine, or a mixture of equal parts common salt, borax, and chlorate of potash (1 teaspoonful to 1 pint of warm water). Plenty of fresh air and avoidance of dust are necessary, and surgical treatment may be indicated.

Catarrhal inflammations may also occur in the stomach, intestines, bladder, urethra, and womb. These require medical advice.

Chickenpox.—The actual rash (raised pink spots) is usually the first indication of this infectious fever.

Treatment—If the temperature is raised, keep the patient in bed, and in any case he must be isolated. Apply calamine lotion or boracic powder to relieve itching, and above all prevent scratching of the face. Even if the child does not seem ill, a doctor should be called in at the first sign of a rash to diagnose the trouble. Incubation period is 14 to 16 days.

Chilblains.—See DIET, HEALTH AND BEAUTY.

Chill.—A chill may be caused by sitting in a draught or it may mark the beginning of a cold, a fever, or some more serious illness.

Symptoms—An attack of shivering, sudden changes from feeling hot to feeling cold, in

severe cases, involuntary movements

Treatment—The patient should take a hot bath and get into a warm bed. A long, hot drink with a dose of aspirin should induce sleep. Later an aperient may be taken.

Choking.—Choking from swallowing of food may usually be relieved by vigorous thumping between the shoulder blades. If this fails gag the mouth open with a piece of wood and pass the fingers down the back of the throat to hook up the foreign body or to push it onwards towards the stomach.

In the case of a child, hold it upside down and shake it, if slapping on the back is not efficacious. If a large or sharp object has been swallowed, give the patient some soft bulky food such as bread and milk, and summon a doctor.

If hot liquids or stinging insects have been swallowed, causing severe swelling in the throat, apply hot flannels to the front of the neck and take sips of cold water and of olive oil.

Colds.—A cold indicates an inflamed condition of the mucous membrane lining the respiratory tract, causing hoarseness, running at the nose, sore throat, etc. It is infectious and will spread throughout the household unless every care is taken.

Treatment—Quinine has a preventive value and, if taken in time, will often effect a cure. A hot mustard bath with a hot drink of whisky and water, lemon or black currant juice, etc., and

rest in a warm bed will also prove beneficial in the initial stages. An aperient should be taken and the bowels kept open during the course of a cold.

In the Head.—These can best be relieved by inhaling menthol in boiling water, or by the use of a nasal douche.

In the Chest.—These should be treated by rest in bed in a warm room, by steam kettles, hot applications to the front and back of the chest (turpentine stupes, thermogene wool, linseed poultices, etc.), and by hot, demulcent drinks.

Colds, however slight, should never be neglected, since many ailments start with what appears to be a common cold. Patent cold or cough mixtures should never be given to children. Chronic sufferers should consult a doctor as vaccine inoculation is sometimes advised, or there may be some cause such as enlarged tonsils, or adenoids which require removal.

Colic.—Frequent in infants and sometimes very serious, due to undigested curd in the bowel.

Treatment—Massage of the abdomen, warm applications, teaspoon doses of dill water, and 1 teaspoonful of olive or castor oil.

Gallstone colic and kidney colic in adults calls for immediate medical attention. Apply hot fomentations until arrival of doctor.

Compress, cold, to make and apply.—Wring two thicknesses of white lint, or four thicknesses of white linen, out of cold water, place over the painful part and

bandage in position. Renew the compress frequently, so as to ensure a continuous cold application

Concussion.—After a severe blow or fall, a dazed appearance, loss of memory or speech, or unconsciousness may occur. Keep the patient perfectly still and quiet, in bed if possible, and in a dark room. Beyond keeping him warm, do nothing, but procure medical aid as soon as possible. Do not give stimulants

Constipation.—This condition exists when the bowels do not evacuate completely and regularly at least once in 24 hours. Chronic constipation invariably affects the general health and may lay the foundation of many serious complaints

Treatment—Lead a natural, healthy life with plenty of outdoor walking exercise. Avoid excess of food, three good, regular meals being the ideal. Avoid eating between meals, but drink several tumblerfuls of water daily between meals and not during them. Introduce into the daily menu such natural foods as fresh fruit, salads, and green vegetables, wholemeal bread, prunes and figs.

Aperients, however mild, should not be taken habitually, and castor oil should not be given in cases of constipation. Good aperients are cascara, senna, Epsom salts (sulphate of magnesia). Medicinal paraffin, merely acting as a lubricant, is more suitable for prolonged use

Convulsions.—Convulsive fits often occur during teething when

a baby is overfed or constipated. The muscles become rigidly contracted and the child may go black in the face and lose consciousness for a short time

Treatment.—The child should be undressed and put into a warm bath immediately, and the head sponged with cold water. When the attack subsides, he should be put to bed with hot water bottles. See also FITS.

Corns.—See DIET, HEALTH AND BEAUTY.

Cough.—A persistent cough should never be neglected, but its cause should be sought and treated. It may be an indication of serious ailments, such as bronchitis, tuberculosis, pneumonia, etc. A cough from "cold on the chest" may be loosened by hot lemon drinks or ipecacuanha. A throat cough will be soothed by glycerine and honey, but the throat condition itself should be seen to. See THROAT, SORE

Patent cough mixtures should never be given to children nor to sufferers from indigestion

In children—*Treatment*—Give ipecacuanha wine mixed with lemon and honey every four hours

Cramp.—When sudden rigidity occurs in a limb, with pain and a feeling of numbness, stretch the muscles affected as much as possible in a contrary direction, and rub the part vigorously with the hand or with a rough towel. If this fails, apply external heat as well

Sufferers from cramp should be very careful when sea-bathing

as a sudden attack is often dangerous to life. Since the condition is usually of rheumatic origin, exposure to damp and chill should be avoided.

In children.—In early childhood, cramp may affect the hands and feet. Put the affected limb in cold water and rub gently. Attention to the general health should prevent this disturbance.

Croup.—This chest complaint, which is accompanied by high temperature and difficulty of breathing, develops very suddenly in young children. It is often caused by rickets and clears up when that disease is treated.

Symptoms.—The child holds the breath and then breathes in with a typical crowing sound. He may then struggle for breath and become livid, with dilated pupils.

Treatment.—Try anything that serves to stimulate the breathing—a hot sponge to the throat, immersion in a hot bath (110°F), a cold sponge to the chest or head, etc., after which put the child to bed and keep him warm, with a steam kettle in the room.

Cuts.—A small, clean cut should be washed in cold water to stop the bleeding, and then painted with tincture of iodine.

A dirty cut must be bathed in warm water and carbolic lotion (1 in 40) or other weak disinfectant, and dressed with dry gauze or lint and a bandage.

A cut that has festered should be dressed with wet boracic lint or, in a bad case, be poulticed. In all cases of severe cuts a doctor should be consulted.

Dandruff.—See DIET, HEALTH AND BEAUTY (HAIR, CARE OF).

Deafness.—Transient deafness may be due to wax or catarrh and should receive medical attention; if due to wax, the doctor will syringe the ears. In cases of persistent deafness even if very slight, a doctor should always be consulted as early treatment may prevent the condition from becoming permanent.

In some cases operative measures are necessary, or "politzerization" may be performed (the simple operation of inflating the middle ear by blowing air up one nostril while the other is closed). Adenoids or tonsils may also require attention.

Permanent deafness may be alleviated to some extent by electrical treatment and by the use of ear trumpets.

Delirium, in children.—Delirium is the condition in which a child, though apparently asleep, carries on a lively conversation, and may throw itself restlessly about in the bed. It is usually accompanied by fever, and occurs at the beginning of several of the infectious illnesses, and also in pneumonia. In influenza the child may leap from the bed and walk about the room. Delirium may also occur at the end of a very long and dangerous illness, such as typhoid or rheumatic fever, when the child is exhausted.

Some children get delirious after slight concussion such as can be sustained from falling off a bicycle or a scooter. The condition passes off in a few hours, if the child is kept quietly in bed.

But when it occurs during a serious illness it is a bad sign, and the doctor should always be informed.

Diarrhœa.—If this condition can be traced to something the patient has eaten, give a dose of castor oil to remove it. Give no hot fluids to drink, but bland substances such as arrowroot and milk. Plenty of water should be taken. Pain will be relieved by hot water bottles.

If diarrhœa results from a chill, the patient should go to bed and keep warm. Castor oil will be beneficial, and brandy or whisky in hot water may be taken to relieve pain or sickness.

In children.—In babies and young children diarrhœa is exceedingly dangerous. When acute it is due to food contamination (*Summer Diarrhœa*). Cease all milk foods and give tepid boiled water frequently in small doses until the doctor arrives.

Diseases, notifiable.—Some infectious and dangerous diseases are required by law to be made known to the Medical Officer of Health as soon as their presence is established. If you or any for whom you are responsible are stricken with one of these diseases, your doctor will tell you what you must do.

A complete list of the diseases and of the regulations concerning them will be supplied on demand by the Town Clerk of your district. Some of the more frequent notifiable diseases are

Croup (membranous).

Diphtheria.

Dysentery.

E.W.

Erysipelas

Infectious fevers (Scarlet fever, Typhus, etc.).

Malaria.

Scarlatina.

Smallpox.

Measles, as a rule, and Influenza are not on the list of notifiable diseases.

It is decreed by law that no one suffering from an infectious disease may borrow books from the Public Library. Children from an infected house must not be sent to school and no room or apartment may be let in such a house, or the house itself disposed of until a certificate has been given stating that it has been disinfected.

Dislocation.—Dislocation or displacement of a joint is marked by severe pain, swelling, and a misshapen appearance. The pain in these conditions may be relieved by applying a pad of lint or flannel wrung out of cold water, and resting the limb on a pillow. Do not attempt to restore the joint, but send for a doctor.

In cases of emergency the joint may be restored by pulling the limb or part strongly and steadily into the natural position.

Dizziness.—Dizziness is usually caused by a poor supply of blood to the brain and may indicate anæmia or heart disease. If a tonic and a diet as recommended for ANÆMIA do not cure it, a visit must be paid to the doctor.

Dizziness which is only experienced when looking down from a height is due to the brain failing to fuse the images from each eye, so that the sense of

security is lost. Sutable glasses are the remedy for this

If dizziness is accompanied by buzzing in the ears or discharge from the ears, visit a doctor at once

Dressings, to change.—When a dressing has to be changed on an open wound, the job must be done with "surgical cleanliness"

1 Thoroughly cleanse your hands before preparing the new dressing, by scrubbing the hands in hot water for two minutes, using a clean nail-brush and antiseptic soap

2. Prepare the new dressing.

3 Prepare a bowl of lotion (1 teaspoonful of Lysol to 1 pint of water) and put into it some small swabs of white cotton-wool

4 Prepare another bowl of lotion for your hands of the same strength as the first

5 Have ready an enamel tray or plate on which to place the soiled dressing removed from the wound

Having prepared these things with scrupulously clean hands, and placed them in readiness by the bed, remove the bandage, and then place your hands for a full minute in Lysol solution *After this you must not touch anything but the dressing on the patient, which you now remove and put on the enamel plate*

Next squeeze some of the cotton-wool swabs out of the lotion, and cleanse the wound by gently wiping from the centre to the edge—never from the edges to the centre—using a fresh

swab each time. Then quickly apply the new dressing, and bandage it in position

All soiled dressings from a wound should be burned at once, and you should again scrub your hands and disinfect them by soaking in the lotion

Drowning.—Artificial respiration should be tried perseveringly in all cases of apparent drowning, as it is frequently successful even after prolonged immersion. Send for a doctor and proceed with artificial respiration at once as follows:

Lay the patient face downwards with arms extended and face turned to one side. Kneel across his body with your hands flat over the lowest ribs, then throw the weight of your body slowly and gradually on to your hands; raise your body slowly, removing the pressure without removing your hands. Repeat the movement twelve times a minute without pause. In severe cases two hours' work may be necessary

During this procedure an assistant should rub the lower limbs vigorously towards the heart to help to restore circulation, and as soon as the patient begins to breathe again he must be kept warm with coverings and hot water bottles

Ear, something in.—The ear should never be probed for foreign bodies or the drum may be perforated. If an insect has entered, fill the ear with olive oil and it will float out. In the case of hard objects, send for a doctor but never attempt to syringe the ear yourself.

Earache.—This may generally be relieved by external heat, or a few drops of warm glycerine may be dropped into the ear passage, which is then closed with cotton wool. If the pain is severe, use a few drops of a mixture of glycerine of carbolic and pure glycerine (1 in 7), properly mixed by the chemist.

Persistent earache or earache accompanied by a discharge or tenderness behind the ear should have immediate medical attention.

Eczema.—Properly speaking, this term covers a wide range of skin diseases, as most of them exhibit some characteristic feature of eczema at times. It is spoken of as acute and chronic, dry and moist, infective and non-infective.

Moist Eczema.—For this, use calamine, boracic or zinc oxide powder, and protect from the atmosphere.

Dry Eczema.—This is a scaly skin eruption with irritation. Use greasy applications such as boric ointment, cold cream, or lanoline. Do not use soap. Attention should be paid to the diet and general health, and if the condition is at all serious a doctor should be consulted as drug-treatment may be necessary.

Emetics.—Emetics are substances which cause vomiting, thus ensuring that some, at any rate, of any poisonous matter is removed rapidly before it has time to be absorbed into the system. The two most generally available and the safest to give are mustard and salt.

A mustard emetic is made by

mixing a tablespoonful of dry mustard with a tumblerful of warm water.

A salt emetic is made by adding one or two tablespoonfuls of salt to a tumblerful of warm water.

The action of both these emetics may be helped by passing the finger to the back of the patient's throat.

Ipecacuanha wine may also be used as an emetic (two to four tablespoonfuls) if it is available.

When not to give.—Do not give an emetic to any one who has taken a corrosive poison such as carbolic acid (as found in lysol, Jeyes fluid, etc.), sulphuric acid (as found in the fluid used for electric batteries), ammonia, or zinc sulphate (as found in some eye lotions).

Enema.—An enema is an injection into the bowel and is sometimes ordered by the doctor. It is given by a syringe or by a glass funnel to which is attached a yard of rubber tubing with a rubber catheter or nozzle at the other end.

To administer.—1. Collect the fluid to be injected, the syringe, vaseline and a towel, and put them on a tray at your right hand.

2 Put a hot water bottle at the patient's feet.

3 Place the warmed bed-pan near at hand.

4 Turn the patient gently on to his left side with the knees drawn up.

5 Place a piece of mackintosh covered by a towel under his buttocks, which should be brought to the edge of the bed.

6. Fill the syringe, put vaseline

on the nozzle and administer the injection very slowly and very gently. It should take at least five minutes to inject a pint of liquid. Be careful to keep the end of the syringe well in the fluid all the time to prevent air being drawn into the bowel as this will cause great pain.

When the injection has been given, turn the patient gently on to his back, put the bed-pan in position and rearrange the bed-clothes.

Eye, black.—A severe blow on the eye, causing discolouration, should first be bathed in cold water. After a few hours, bathing with hot water will help to reduce the discolouration and swelling. If the surrounding flesh is bruised apply vaseline. A severely blackened eye may require medical attention.

Something in —Grit, dust, or an insect may be removed with a clean handkerchief. If it is under the upper lid, lift the lid and pull it down over the lower one. If this does not dislodge it, place a match or a knitting needle on the upper lid and roll the lid back until the object can be seen.

A splinter which has penetrated the eye, or any harmful substance such as acid must have immediate medical attention, but relief may be obtained by bathing with warm water and putting a drop of olive or castor oil in the corner. In the case of quick lime, vinegar should be dropped in before the oil to neutralise the lime. An injured eye must be touched as little as possible, and

in the case of children it may be necessary to protect it with a bandage.

Fainting.—An attack of fainting can usually be prevented by sniffing smelling salts and sitting with the head between the knees for a few moments. Thirty drops of *al volatile* in water is a safe and effective restorative.

If loss of consciousness actually occurs, carry the patient where he may have fresh air and quiet; lay him down with the head lower than the feet. If attacks are frequent the sufferer should certainly consult a doctor.

Feet, sore.—See DIRT, HEALTH AND BEAUTY (FEET, CARE OF).

Feverishness.—An attack of feverishness, characterised by rise of temperature, flushed face, fits of shivering, and perhaps headache, may be due to a chill, to an "infectious fever," or to some septic or poisoned condition of the body. It will pass off when the cause is treated, but should never be neglected.

The patient should go to bed and keep warm, with hot bottles if the feet are cold, and should take no solid food. Normal temperature is 98.4° F. See also TEMPERATURE, HIGH.

Fits.—Sufferers from epilepsy must be under medical supervision. The only treatment for a fit is to see that the patient does not injure himself or bite his tongue. A cushion should be placed under his head, and a rolled-up handkerchief or slip of wood between his teeth.

When the attack is over he must be kept warm and quiet.

Do not attempt to give stimulants. See also APOPLEXY, CONVULSIONS, HYSTERICS.

Foot, Flat.—The causes of this condition, in which the arch of the foot has fallen and the whole of the sole touches the ground in walking, are ill-fitting shoes, obesity, acute illness, pregnancy, and accidental injury, as in jumping from a height.

In "rigid" flat foot no cure is possible, and there is usually no discomfort. "Flexible" flat foot can be cured by skilled manipulation, exercises, and correct shoes.

Exercises—A tendency to flat foot can be corrected by the following daily exercises—

1. Walking barefoot on tiptoe is very beneficial to the arch of the foot. It can be practised whilst dressing, or at any time during the day.

2. Standing with the feet parallel, turn them outwards until the weight is on the outside edges, then contract the toes and take six steps forward and six backward.

3. From a crouching position with the feet parallel, rise slowly on the toes, counting five. Hold this position for five seconds, then descend slowly, counting five.

4. Either sitting or standing, try to lift from the floor, by means of the toes, a large marble or a golf ball. Repeat six times with each foot.

5. Taking one foot at a time, curl the toes inward and try to raise the internal arch. Repeat six times each. See also DIET,

HEALTH AND BEAUTY (FEET, CARE OF).

Flatulence.—The treatment of flatulence, or wind, which is a symptom of indigestion, should be mainly preventive—avoidance of habits of eating and foods known to cause the condition. Meals should be regular, three a day. Nothing should be drunk with food, but plenty of water between meals.

Bicarbonate of soda in water, essence of peppermint, soda-mint tablets, all serve to relieve an attack, and charcoal biscuits eaten at the end of a meal are beneficial. A cigarette after meals proves helpful in some cases.

Fomentations, hot.—To make a hot fomentation you require the following materials.—

1. Boracic lint of two or three thicknesses.

2. Muslin, jaconet or gauze slightly larger than the folded lint.

3. White cotton-wool slightly larger than the gauze.

4. A bandage.

5. A strong towel, preferably of roller linen.

6. An enamel bowl or basin.

7. Boiling water.

To prepare.—1. Place the folded lint in the middle of the towel, roll it up and place in enamel bowl or basin with the ends lying over the edge.

2. Pour boiling water into the basin over the middle of the towel, until the part containing the lint is completely covered.

3. Pick up the dry ends of the towel and wring tightly.

To apply—Quickly unfold the towel, apply the hot lint to the affected part, cover with the jaconet, then with the wool, and bandage securely

A fomentation must be applied hot or it will be useless, therefore the bowl containing it should be taken to the patient's bedside, and the old fomentation removed before the fresh one is wrung out. On the other hand, care must be exercised to avoid scalding the patient, so that the towel must be wrung out very tight, for the drier it is the less the risk of a scald.

Food Poisoning.—Poisoning may occur through eating foods which have been contaminated by bacteria, that is, have begun to go bad. It may also be caused by eating matter unsuitable for human consumption, as, for instance, certain fungi similar to mushrooms. Again, some people may be poisoned by foods which others can eat with impunity.

The chief articles of food which have been known to produce poisoning are given below with an account of their symptoms and the appropriate treatment in each case.

Meat and Sausages—Colicky pain in the abdomen, vomiting, diarrhoea and collapse may follow the taking of decomposing or infected articles of this kind.

Treatment—An emetic should be given, followed by a purgative (castor oil or calomel), while hot fomentations to the abdomen relieve the pain. No food should be given for about twenty-four hours, after which milk may be

taken in small quantities, returning gradually to a normal diet.

Milk, Ice-cream, Cheese, etc.

The symptoms are those of severe digestive disturbance. Give a purgative, and no food for twelve to twenty-four hours.

Mushrooms.—Mushrooms which are not in good condition, or poisonous fungi served in mistake for mushrooms may cause pain in the abdomen, vomiting and diarrhoea, followed by faintness and collapse.

Treatment—Give an emetic, followed by castor oil, a weak solution of permanganate of potash, sal volatile and brandy.

Shellfish—In addition to abdominal symptoms, poisoning by shellfish is often accompanied by nettle-rash.

Treatment—Give castor oil or calomel, followed by a dose of Epsom salts in the morning.

Glands, swollen—Lymph glands are situated all over the body and may on occasion become swollen. In particular, the glands in the throat and in the arm-pit are liable to swell from various causes.

Treatment—Put the patient to bed and apply warmth to the swelling. Do not attempt to massage the gland, but send at once for the doctor.

Growing Pains.—Growing pains in children are much more seriously regarded nowadays than formerly, because they are always an indication of rheumatic trouble.

Treatment—As soon as a child complains of growing pains, put it to bed. Then call the doctor.

who will ascertain the cause of the trouble and prescribe suitable treatment.

Gumboil.—A gumboil is an abscess which forms at the roots of the tooth-sockets, and a cure may rest on the extraction of the tooth. Temporary relief may be obtained by constantly washing out the mouth with hot water containing iodine (half a teaspoonful to a pint of water). But a dentist should be consulted at the earliest opportunity.

Gums, bleeding.—See DIET, HEALTH AND BEAUTY (TEETH, CARE OF).

Hæmorrhage.—**I n t e r n a l Bleeding.**—This is always a serious condition, arising most often from disease of some internal organ, or as the result of injury. Medical aid should be obtained at once.

The patient should be kept lying down near an open window with all tight clothing loosened. No stimulants should be given until the bleeding is checked, but if he can swallow, he may be given ice to suck. The body must be kept warm as for collapse. See SHOCK.

External Bleeding.—This can usually be checked by firm bandaging or by pressure on the artery on the side of the wound near the heart. Never give stimulants until hæmorrhage has ceased.

In hæmorrhage from the socket of an extracted tooth, make the patient rinse out the mouth with very hot water, if the bleeding does not cease, add to the tumblerful of hot water a

teaspoonful of powdered alum.

The socket can be plugged with clean cotton-wool, leaving a surplus of wool outside the plugged part, and the mouth should then be closed by means of a bandage under the chin and tied on top of the head.

Hay Fever.—This is a condition of running eyes and nose, with continuous sneezing, which those sensitised persons get in the spring and early summer from inhaling the pollen and scents of various grasses. Depression and lassitude often accompany the condition.

Treatment.—Avoid the exciting cause if possible. A long sea trip may provide a permanent cure. Some people grow out of the trouble.

In certain cases a short course of injections in the early months of the year render sufferers immune from attacks during the following summer.

In children.—Hay fever is rare in children under seven years of age. Town life and a light vegetarian diet will help to avoid the trouble should a child prove liable to it.

Headache.—This may arise from various causes—eye-strain, nervous conditions, biliousness, or other disorders of the digestion. Aspirin tablets, two if necessary, will generally relieve a headache (though some people are unable to tolerate them), and a rest in bed in a darkened room is also helpful. Sometimes a cup of tea will be enough to relieve a headache caused by fatigue, and bathing the forehead and

cylids with eau-de-Cologne is very refreshing

Bilious Headache (Migraine): This is relieved by resting in bed and sipping water with $\frac{1}{2}$ teaspoonful of bicarbonate of soda. If attacks are frequent a doctor should be consulted for individual treatment. It should also be remembered that a headache is often the first symptom of some definite disease.

In Children—Headaches in children should always be carefully attended to, with the object of ascertaining their cause.

Treatment—To relieve the pain give 5 grains of aspirin or, for a bilious headache, 5 grains of phenacetin and 2 grains of caffeine.

Attention to a child's diet will often prevent headaches, especially if the child is of the type which cannot easily digest fats.

See also NEURALGIA

Heartburn.—This is a burning sensation referred to the region of the heart and in the throat, caused by too much acidity in the stomach, a similar condition to that known as acidity.

Treatment— $\frac{1}{2}$ teaspoonful of bicarbonate of soda in water will give immediate relief, and essence of peppermint is also good.

The cause of heartburn is often too much sugar and unsuitable starchy food (such as new bread). Some people find that fresh fruit or strong tea sets up this condition; the diet should therefore be studied with a view to the elimination of unsuitable foods.

Herpes.—See SHINGLES

Hiccough.—Involuntary spasmodic contractions of the diaphragm muscle are known as hiccoughs. They are common in children, and very often the result of eating or drinking too quickly.

Treatment—In adults, drinking a glass of water usually ends the condition. Peppermint is also helpful for hiccoughs which occur immediately after a meal.

In Children.—Give a pinch of bicarbonate of soda in water, or $\frac{1}{2}$ teaspoonful of milk of magnesia in water, sipped slowly. In the case of a baby, give $\frac{1}{2}$ teaspoonful of dill-water and hold him firmly up against the shoulder while patting him on the back.

Hoarseness.—Hoarseness or loss of voice may be caused by exposure to cold air, straining the voice or by the excessive use of tobacco and alcohol. It may also be due to a cold.

Treatment—Avoid irritants and rest the voice as much as possible. Paint the throat with silver nitrate or with Mandl's paint. If the hoarseness is obstinate, stay in bed, take warm drinks and inhale steam from hot water mixed with a teaspoonful of Friar's balsam. Gargling with salt and water every morning will help to prevent this trouble, and a knowledge of the technique of voice production will greatly benefit those who have to use their voices to any unusual extent.

Hysterics.—Persons of a highly nervous temperament are sometimes subject to fits of hysterical

weeping, rage or laughter, or the fit may stimulate fainting, though the face does not usually become pale nor the pulse feeble.

Treatment —The patient should receive as little encouragement as possible, and may usually be left to recover by herself, though sometimes a sharp reprimand may be sufficient to restore balance, or even a dash of cold water in the face.

Illness in Children, signs of.

The following symptoms indicate that something is wrong with a child's health. The signs are given in the order in which they usually appear.

1. The child is fidgetful.
2. Food is refused or vomited.
3. The child sleeps very heavily and is roused with difficulty.
4. The child complains of pains in the head, chest, abdomen, or limbs.

When the child is definitely ill, these symptoms will also appear —

1. Rise in temperature.
2. The eyes are unnaturally bright.
3. Cheeks are flushed.
4. The breath has a sweetish smell.

Impetigo.—Impetigo is an acute infectious inflammation of the skin in which there is the formation of flat sores which become "mattery" or pustular. It is met with in all ages and in all social grades, but it is commonest among children who live in ill-favoured surroundings and especially among those who are not often bathed carefully.

Towels used by anyone suffering from impetigo are infected and will spread the disease to others who use them, and children are also infected by contact in the rough-and-tumble of play. For this reason children suffering from impetigo are excluded from school until they have had treatment.

Treatment —This is first preventative. A child who is washed all over every day, whose hair and body are free from lice, who has clean hands and short nails, and who has no scratches or cause for scratching on its skin, is unlikely to develop impetigo even when living among those who have it.

Where a child has developed impetigo, first attend to the general cleanliness and then tackle the sore place. Gently soak off the top crust with warm water, or warm olive oil. Underneath is a raw base which can be left exposed for a minute or two to dry. Then cover the raw spot with a thin layer of dilute white precipitate ointment and allow that to soak in. Remove the fresh crust as it forms and repeat with the ointment. The spot should be well in two or three days.

Another good treatment is to remove the crust and then cover with a piece of elastoplast strapping, and keep the place covered until it heals. This has the advantage of preventing fresh infection from escape of "matter" and is clean for bedtime and school. Exposures to ultra violet rays are most efficacious in treating this disease, but they must be given under medical supervision.

Indigestion.—The treatment for indigestion is mainly preventive—avoidance of foods which usually cause the condition, such as strong tea, fresh white bread, sweet cakes, heavy puddings, some root vegetables (*e g* turnips), twice-cooked meat, and rich dishes cooked with fat.

A simple, wholesome diet should be adopted with meat once a day at the most, and plenty of fresh, natural foods. Three meals are sufficient, and there should be no eating between meals, though plenty of water should be drunk. All food should be eaten slowly and not "bolted." One or two tumblerfuls of hot water before breakfast and at bedtime will be beneficial.

To relieve an attack a pinch of bicarbonate of soda in water or a dose of bismuth may be useful in some cases.

It is essential that constipation should be relieved, if necessary with daily doses of medicinal paraffin, and regular exercise in the open air will help to restore the general health.

If the condition persists, a doctor should be consulted in case there is some underlying cause.

Influenza.—Influenza is an infectious disease, usually occurring in epidemics in winter-time, which is marked by headache, pain in the back and limbs, high temperature, running of the eyes and nose, sickness, and a general feeling of lassitude and discomfort.

The best way to avoid it is to keep in the fresh air and away from over-heated and over-

crowded rooms. Extra rations of milk, butter, eggs, fruit and wholemeal bread help to build up resistance to this disease.

Treatment.—In all cases, to avoid risk of complications, rest in bed in a warm room is essential until the temperature is normal ($98\frac{1}{4}^{\circ}$ F.). Aspirin will relieve pain and reduce temperature, and a light diet should be adopted. An aperient should also be taken.

Do not be in a hurry to get up after influenza and allow yourself as long a convalescence as possible. Otherwise complications such as heart or lung trouble may follow.

Insomnia.—See SLEEPLESSNESS.
Itching.—In many cases severe itching of the skin is associated with some variety of skin disease. In others it is a manifestation of NETTLE-RASH, or caused by too acid diet. Women of a nervous temperament often suffer from itching for which no definite cause can be found.

Treatment.—It is very important to abstain from vigorous scratching, which may produce infections of the skin. A warm bath containing bran often relieves the itching at night, but if it persists a doctor should be consulted with regard to prescribing a sedative.

Knee, Housemaid's.—This is a swelling in front of, and extending below, the knee due to a collection of fluid in the tendon sheaths in front of the joint. At first it is painful, but later may be painless, although the swelling persists unless treatment is given.

Treatment —The condition requires rest, preferably of the whole limb, so that kneeling is forbidden, and walking only permitted with a stiff knee. Protection can be given by a large felt pad placed over the shin bone immediately below, which will take the pressure from the swelling when bending does occur. Painting with tincture of iodine and other counter irritants may help the fluid to disappear. This is assisted by tight bandaging or strapping.

Lice.—These are external animal parasites which are acquired in uncleanly surroundings or sometimes by pure accident. There are three main species.

Body Lice —These infest the underclothes and are removed by disinfecting the garments with steam.

Crab Lice —Crab lice occur on the hairy parts of the body, and are got rid of by the application of antiseptic lotions and ointments.

Head Lice —These parasites infest the hair on the head. They lay their eggs (nits) on the hair near the roots and multiply quickly.

Treatment —Soak the hair with crude paraffin or oil of sassafras for three nights, then remove the nits by fine combing and repeat the treatment, if necessary, until all traces of the nits have disappeared.

Note —If paraffin is used, remember it is *inflamable*, so keep well away from fire or any naked light.

Measles.—This serious infec-

tious fever is most common in childhood and one attack usually confers immunity.

Symptoms. —A feverish cold with running eyes and nose and a general feeling of lassitude. The blotchy rash does not appear until the fifth day.

As the first stage is very infectious, the child should be put to bed immediately measles is suspected and kept away from other children. A doctor must be consulted as serious complications and after-effects sometimes arise from quite a mild attack. Incubation period is 10-14 days.

German Measles.—The first symptoms of this infectious fever are similar to those of a cold, but a doctor should be summoned as soon as something more serious is suspected. There is generally swelling of the glands behind the ears.

The rash appears on the second day. The isolation period is about ten days, and incubation 12-21 days.

Medicines, how to give —When administering medicines it is essential to have properly graduated medicine measures: a two-ounce medicine glass for anything from half to two ounces, and a minim, or drop measure, for doses ordered in drops. It is unsatisfactory to drop a medicine from a bottle without using a measure, because of the difficulty of getting the exact number of drops required.

If, however, it is found impossible to get these measures, and a tablespoon or teaspoon has to

be substituted, one spoon must be put aside for the medicine, and that spoon always used, as, owing to the various sizes of spoons, the dosage will otherwise be different each time.

FLUID MEASURE

1 minim (m)	1 drop
60 minims	1 drachm (ʒi) or 1 teaspoonful
4 drachms	$\frac{1}{2}$ ounce (ʒi) or 1 tablespoonful
1 ounce (ʒi)	2 tablespoonfuls
20 ounces	1 pint (Oi)

After Meals.—Medicines ordered to be taken after food should be given ten to fifteen minutes after each meal.

Before Meals.—The object of medicines to be taken before food is usually to stimulate the appetite. Give them, therefore, twenty to thirty minutes before a meal.

Occasional Medicines.—When medicine is ordered to be taken "when necessary," ask the doctor what symptoms show that the medicine is needed.

Sleeping Draughts.—Never give a sleeping draught until the patient is thoroughly prepared for sleep. Do not wake a patient to make him take this medicine, but once he has taken it see that he is not in any way disturbed.

Three Times a Day.—Medicines ordered to be taken three times a day should be given at stated hours. The most usual are 10 a.m., 2 p.m., 6 p.m., or 11 a.m., 3 p.m. and 7 p.m.

For Children.—Never tell a child medicine doesn't taste nasty when you know it does. It is far wiser to say, "It isn't nice but I can take it and I'm sure you can too," and then taste a little yourself. It is quite permissible to give a child a sweet or some sugar after medicine unless the doctor has expressly forbidden it for some special reason.

Mouth, inflamed.—An inflammation of the mucous membrane of the mouth may be due to, microbic infection or to irritants such as tobacco, raw spirits or overspiced food.

In Children it is commonly associated with teething.

Treatment.—Avoid the irritant agent and use a simple mouthwash, such as hydrogen peroxide, diluted with water.

Needle, to remove from skin. If the end of the needle can actually be seen protruding from the skin, an attempt to remove it by means of a pair of tweezers or forceps may be made. If it is no longer visible do not make any attempt to probe for it; try to ascertain from the patient in which direction it entered, for the doctor's information.

Nettlerash (Urticaria).—**Symptoms.**—A diffuse redness of the skin accompanied by wheals, raised and pale in colour, causing great irritation and itching. The rash is produced by some article of diet, such as shellfish, which does not suit the individual, and will disappear with the cause. An aperient should be given, and a cooling lotion or dusting powder will allay the irritation.

Neuralgia.—*Symptoms*—Acute pain arising suddenly, often spasmodic in character but with no apparent cause, most frequently occurring in the face and head

Treatment—Neuralgia will often yield to aspirin tablets, two at a time if they suit the individual, and to the application of external heat. Facial neuralgia is sometimes due to decayed teeth or to defective eyesight and sufferers should have these matters attended to. A run-down condition is often the cause, when exposure to sudden cold will bring on an attack.

Nightmares.—In children especially, nightmares and night terrors are often due to an indigestible meal taken too late. Other causes may be fatigue, a decayed tooth, constipation, or even the reading of an exciting story just before going to bed.

Treatment.—The child should be reassured, made comfortable in bed, and given a warm drink. A nightlight may be left in the room. A small quantity of barley sugar just before going to bed may prevent this trouble.

Nose-bleeding.—Slight bleeding from the nose in young persons need not cause alarm. If the flow of blood persists, place the patient in an upright position with his mouth open, his arms above his head, and an ice-bag or cold compress at the back of his neck and on the bridge of his nose.

Something in Nose.—Blow the nose with the free nostril closed, or induce sneezing with

pepper. It is dangerous to pass instruments up the nose, and syringing may only drive the object farther up.

Pain, in Stomach or Bowel.—Pain in these regions, arising from congestion or other disturbance, will be relieved by hot water bottles or hot fomentations. A dose of castor oil will often give immediate relief to pain and will help to cure the condition, or a soap and water enema (1-2 pints at 100-110° F.) may be used to clear the bowel if the pain is in the lower part of the abdomen.

If a more serious cause is suspected (*i.e.*, ulcer, appendicitis, etc.) consult a doctor. See COLIC and INDIGESTION

Palpitation.—Palpitation or a feeling of discomfort about the heart may not necessarily mean that the sufferer has some form of heart disease, though if the trouble occurs frequently a doctor should certainly be consulted. But anæmia, dyspepsia or emotional disturbance may quite well be the cause, or even a heavy meal at night. In some cases tea or coffee may bring on the symptoms.

Treatment—Sal volatile (half a teaspoonful) in a cupful of milk or water usually gives rapid relief.

Piles.—Since piles or hæmorrhoids—a dilated condition of the veins at the lower end of the rectum, sometimes protruding through the anus and accompanied by bleeding—are usually caused by constipation or some internal disorder, strict attention should be paid to the diet and to the rules of general health.

Diet should be simple and contain plenty of fruit and vegetables. alcohol is prohibited; drastic purges should be avoided, but the bowels can be regulated with liquid paraffin

Scrupulous cleanliness of the parts is essential, and the application of vaseline will aid in defecation. If the condition is severe a doctor should be consulted. The modern treatment is by injections which obliterate the veins

Pimples.—See DIET, HEALTH AND BEAUTY.

Poisons.—In all cases of poisoning immediate action is absolutely necessary, and is in many cases the only hope of saving life. A doctor must be called at once, but until he comes the lay person can follow certain broad lines of conduct. If the poisoning is from food, or from poisonous plants, or from prussic acid, encourage the patient to be sick. A tablespoonful of mustard or 2 tablespoonfuls of salt in a glass of warm water is a good emetic. In the case of prussic acid, give a very strong mustard emetic at once. After vomiting, give strong tea or black coffee.

If the lips and mouth of the patient are stained or burned (denoting a corrosive poison) it is harmful to give an emetic. Strong tea is the safest antidote.

Always keep the patient awake, if necessary by walking him about or slapping his face and chest. If he has collapsed he must be kept warm, and give him a teaspoonful of sal volatile in a little water if he can swallow.

If breathing ceases, artificial respiration must be adopted (see under DROWNING)

If the throat is swollen so that the patient cannot breathe, apply hot cloths, and as soon as he can swallow give drinks of cold tea or coffee.

If the poison is known to be an acid such as nitric, oxalic, or sulphuric, salts of lemon, carbolic, etc., rinse the mouth out with an alkali and give drinks of it. Lime-water or magnesia is good, or, failing these, chalk and water, whiting and water, or even plaster from the ceiling.

If the poison is an alkali such as ammonia or caustic soda, use an acid preparation (vinegar or lemon juice and water, equal parts)

Poultice, to make a—
Linseed Poultice.—For this you will require the following materials—

1 Crushed linseed—which must have been kept in a tin, otherwise it will lose some of its oil and deteriorate.

2 A kettle of boiling water.

3 A bowl and two plates, which must be put into hot water.

4 A spatula or broad knife (also in hot water)

5 A piece of clean white rag or lint cut an inch larger all round than the area to be covered.

6 A piece of jaconet and cotton-wool the same size

7 Bandages

Prepare the patient first by removing the bandage and the cold poultice, and cover the area with a blanket to prevent a chill.

To prepare—Take the heated basin and pour boiling water into it, shake the linseed into it, stirring the whole time with the heated spatula or knife. When the linseed is mixed smoothly and is thick enough to leave the sides of the basin quite clean empty on to the piece of linen, and spread it to the thickness of half an inch, leaving one inch of linen clear all the way round. Fold the edge of the linen over the edge of the linseed all the way round. Place the poultice between the hot plates, and take it to the patient.

To apply—Apply quickly, with the linseed side downwards; cover with jaconet and wool, and bandage loosely. Change it at least every four hours.

Mustard Poultice—For this is required one part of mustard to four parts of linseed for an adult, one part of mustard to six parts of linseed will make a less drastic poultice for a child.

To prepare—Mix mustard into a smooth paste with lukewarm water; mix the linseed with boiling water as described above, stir mustard evenly into it, and spread on linen.

After removing the poultice, dry the skin very gently with a piece of cotton-wool, dust with powder, and cover with wool.

Bread Poultice.—Pour boiling water on to some breadcrumbs, cover over and place over a saucepan of boiling water for ten minutes. Squeeze the water out and spread the poultice with a hot spatula or bread knife on to a piece of linen.

To apply—Rub a little vaseline on to the affected part first, in order to prevent the poultice from sticking.

Pulse, to take the.—The pulse can be counted wherever an artery reaches the surface of the body. It is usual to take it from the artery at the wrist, and both sides should be felt. If the patient is very ill, and the heart-beat feeble, it may be easier to count the beats at the temple, just in front of the ear, or it may even be necessary to place a hand over the heart.

In taking the pulse at the wrist, the nurse should be careful to place the tips of her first and second fingers over the artery. She should not feel the pulse with her thumb, as she may mistake her own pulse for that of the patient's.

When counting the pulse-rate a watch with a seconds-hand should be used, and the beats counted during a whole minute. The normal pulse-rate of a healthy adult varies from seventy to eighty beats per minute. In young children it is quicker, while it tends to get slower in old age.

In Children.—It is not easy to take the pulse in a small child, but the fingers can be placed on the big vessels of the neck (below the back of the jaw-bone) which is much easier than taking it at the radial artery in the wrist, and counted for thirty seconds.

The normal pulse at birth is 130 beats per minute, by the second year it is 110, by the fifth 100, by the eighth 90, and by the twelfth 80.

Quinsy.—See TONSILLITUS.

Rheumatism.—Chronic rheumatism is often caused by a septic focus in teeth, tonsils, nose or digestive tract

Treatment.—This should aim at removing the infective cause and raising the general health. Spa treatment, massage and the use of electrical appliances offer the best hope of relief. Five drops of tincture of iodine in a wine-glassful of water once or twice daily is usually beneficial, and intestinal poisoning may be remedied by a course of bacillus acidophilus emulsion or a lactic acid preparation. Attention should be paid to the diet, omitting salt and sugar as much as possible, and replacing meat with dairy products and vegetables.

In Children.—Children with a tendency to rheumatism should have plenty of good food, fresh air, warm clothing and rest, with a limited meat diet. Damp garments, exposure to a damp atmosphere, fatigue and heart-strain must be specially guarded against.

Ring on Finger.—To remove a ring that has become too tight, massage the finger with oil towards the ring for a long time; it may then be gently worked off. Bandaging the finger tightly from the nail upwards may also help. Failing these methods, the ring may be cut through by a doctor or a jeweller.

Ringworm.—This infectious scalp disease, usually occurring in children, is marked by circular patches of baldness. The child should be taken to a doctor for X-ray treatment, after which the

hair will grow again, and careful watch must be kept for reappearance of the disease. The child's hairbrushes, towels, etc., should be kept apart and disinfected.

Run-down Condition.—This may be due to a variety of causes such as overwork, worry, malnutrition, lack of fresh air and exercise, constant colds, too short a convalescence after illness or to some focus of infection in the body such as intestinal poisoning, septic tonsils or unhealthy teeth.

If the cause is not known, go to a doctor for a thorough overhaul. In other cases, if a holiday with rest and change of scene is impossible, try to take regular exercise in the open air; adopt a simple, nutritious diet containing plenty of fresh fruit and vegetables and 1 pint of milk or 1 tablespoonful of cod-liver oil every day, if necessary relieve constipation with daily doses of liquid paraffin, go to bed early, sleep with the windows open, and avoid mental and physical strain as much as possible.

Sun-bathing or a course of ultra-violet light treatment will be of great benefit. One of the tonic wines should be taken before meals, or a good tonic, to be made up by the chemist, as follows—

Bicarbonate of soda	10 grains
Liq ext of Virginia prune bark	40 minims
Compound tincture of gentian	20 minims
Sal volatile	15 minims
Compound infusion of gentian	make up to 1 oz.

1 oz. to be taken three times a day 10 minutes before meals

Scalds.—With children, if the scald is at all severe, guard against shock by putting the child to bed and keeping him warm with hot bottles. If necessary to prevent collapse, a teaspoonful of brandy may be given in water

Treatment.—See BURNS

Scurf.—See DIET, HEALTH AND BEAUTY (HAIR, CARE OF).

Sea Sickness.—This unpleasant condition is apt to be caused in different people by different circumstances. But there is no doubt that nervous persons are the worst sufferers

Treatment.—Find out by experience what circumstances make you feel ill and avoid them as far as you can. In addition, you can take the following precautions:—

1 Before the voyage eat rather abundantly of light but sustaining foods, and take little fat for the preceding three days

2 Before embarking, take a sedative drug like potassium bromide or chlorotone (which are the main constituents of seasickness cures, and drink freely of sweet effervescing and alkaline drinks (lemon, sugar and soda water).

Shingles (Herpes)—This is an acute skin inflammation characterised by a rash occurring over areas of the face and body, usually preceded by stinging, neuralgic pains. At first the spots are full of clear fluid, later they become turbid, and in a

few days dry and clear up.

Treatment.—A soft, sterilised gauze dressing should be applied to the spots, and the area kept dry by the use of dusting powder. If the pain is severe, a sedative such as aspirin should be given. Ultra-violet ray treatment is helpful in clearing up the condition

Shock.—Whatever the cause of the shock, give plenty of fresh air and loosen the clothing. The patient may collapse and become cold and blue, in which case he must be wrapped up warmly in blankets, with his head lower than his feet, and have hot-water bottles at the feet and sides. If he can swallow, a teaspoonful of sal-volatile is the best restorative, and hot tea or coffee containing sugar will restore heat and energy.

If breathing ceases, artificial respiration must be resorted to. (See DROWNING.) In cases of unconsciousness resulting from concussion, injury, or fits, beyond doing everything to keep the patient warm, attempt no treatment until the doctor arrives

Electric Shock.—If the contact has not been broken, stand on some poor conductor (dry wood, cement) and handle the patient very carefully, if possible with rubber gloves, and in any case with some dry material between the hands and his skin. It may be necessary to knock away the wire with a dry stick after short-circuiting the current with a bar of metal dropped on the wire and with its other end resting on the ground

The patient has to be treated for burns and shock—the latter primarily. In severe cases it may be necessary to use artificial respiration. If the patient is breathing keep him warm and quiet. Obtain medical aid as soon as possible.

Sickness.—See FLA-SICKNESS and VOMITING.

Skin Disease, in Children.—There are various kinds of skin disease to which children are subject. Skin trouble is difficult to cure, and a doctor should always be consulted. The sores should be cleansed with olive oil and not washed with ordinary soap, and the child must be prevented from scratching.

Soreness.—The tender skin of a baby is liable to become sore from the napkin unless very soft muslin is used. Sore places should be smeared with white vaseline or olive oil and not washed.

Some babies get rashes and spots from too much acid in the blood caused by excess of sugar in the diet. Treat as for soreness and remedy the cause.

See also IMPETIGO

Sleeplessness.—A hot bath, or even a hot foot bath, will often induce sleep, and the bed should be warm and comfortable and the room airy. Cold feet are a frequent cause of sleeplessness, so a hot bottle should be used. Stimulating drinks such as tea or coffee should, of course, be avoided, but hot milk, sipped after retiring, has a sedative effect.

Drugs should *never* be taken except under the doctor's orders.

Sleep-walking.—In Adults.—Any grown-up person who suffers from sleep-walking should consult a psychologist, as the trouble is nervous in origin.

Treatment.—The sleep-walker should be led back to bed without awakening or should be gently awakened.

In Children.—A child can always be kept in bed by a belt fastened to the back of the bed. During the day-time avoid undue strain or fatigue and do not lay stress on what occurred during the night. The complaint will very likely be grown out of, but if it persists, consult a psychologist.

Sneezing.—Sneezing is a sudden spasmodic muscular contraction which clears the nose. It usually results from some local stimulus such as a foreign body, fly or mite, or a strong unpleasant odour. Sometimes it indicates the onset of a common cold, or of nasal catarrh. An attack may be started by staring at the sun or at a bright light.

Treatment.—Repeated sneezing requires regaining of muscular control. A cold sponge slapped on the face, or pressing the hands firmly against the eyes may help in this. Should the attacks be related to light in any way, suitable glasses may prevent them. See also HAY FEVER.

Splinters.—Small splinters of wood, etc. near the surface of the skin can be extracted by the aid of a sterilised needle (to sterilise, hold in a gas flame).

If the splinter is deep, an application of wet lint or a hot

fomentation will draw it nearer to the surface. If there is danger of dirt in the wound, dress with boracic ointment or lint.

A glass splinter, broken needle, or a fish hook is best treated by a doctor, and a splinter in the eye requires immediate medical attention.

Sprains.—Sprains are injuries of the ligaments, etc., around a joint, such as the ankle. When small blood vessels are torn, there is much bruising and swelling.

Treatment—Rest and hot compresses should be the first treatment. A bad sprain should always be attended to by a doctor, as special bandaging and sometimes a splint are necessary.

On no account must the injured foot be used, it should be kept up on a chair or in bed. A sprained wrist can be put up in a sling.

Stings.—See BITES, INSECT, and CHOKING.

Stomach, pain in.—See PAIN.

Strains.—Strains are caused by over-exertion and are relieved by rest and hot applications. Ruptured muscles can also be treated in this way, and the affected limb rested on a pillow.

Stroke.—See APOPLEXY.

Stye.—A stye is a small abscess on one of the hair follicles of the eyelid.

Treatment—When soreness is first felt, pull out an eyelash at the point of greatest tenderness. If the stye forms in spite of this preventive measure, bathe with hot boracic lotion (made by dissolving one teaspoonful of boracic powder in 1 pint of

boiling water) and apply yellow mercury ointment.

Suffocation.—The treatment for suffocation is the same as for drowning—artificial respiration and the application of warmth. If gas-poisoning has taken place, the victim must, of course, be removed to the open air. A doctor should always be sent for.

If scalding liquids or corrosive poisons are swallowed, the patient must be kept sitting before a fire, and an ice-bag or hot fomentations should be applied to the throat.

Sunstroke.—*Symptoms*—Sickness, faintness, headache and dizziness.

Treatment—Remove at once to shade and quiet, loosen clothing and sponge face and head with cold water, giving cold water to drink if the patient is conscious, and sal volatile. On no account give any alcohol.

The head must be kept up, unlike treatment for fainting, as it is necessary to draw the blood away from the brain.

Swallowed Articles.—When a small blunt object, such as a bone or plum-stone, is swallowed, there is no cause for anxiety or for any treatment other than a dose of castor oil.

If a pin or other sharp object (fish bone, etc.) is swallowed, give a sandwich made of thin bread containing a layer of cotton-wool or newspaper (which wrap themselves round the pin), and follow with a bowl of bread-and-milk or thick gruel; seek medical advice.

Temperature, high.—In cases

of prolonged high temperature (over 102° F.), such as often occurs in infectious fevers, etc., the patient soon becomes exhausted and means must be taken to reduce the temperature (by not more than two degrees: a greater reduction may lead to collapse)

Cold sponging is the method usually adopted. Put a mackintosh sheet covered with a blanket under the patient, remove gown and cover him with another blanket; place a hot bottle at his feet. Use a bath towel, two sponges or flannels, and a basin of cold water as drawn from the tap.

Lift one limb at a time from under the blanket, place it on the bath towel and sponge gently for one minute before replacing it *without drying* under the blanket. Sponge the chest and back in the same way, using the sponges alternately to preserve an even temperature, taking fifteen to twenty minutes over the whole operation. Remove the mackintosh sheet and damp blankets and put on a warm gown and hot-water bottle.

Patients with high temperature should be kept in the utmost quietude, spared the slightest exertion, and on no account allowed to leave their beds. The room should be warm and free from draughts, but not stuffy. Only fluid food must be given, and as much pure water as the patient cares to drink. See also **FEVERISHNESS**.

To Take the Temperature.—Shake the thermometer until the

quicksilver goes down to 95° , and then put the bulb under the patient's arm or tongue. After use, dip the thermometer into cold water (not hot, as there is the risk of breaking it), and wipe with a clean cloth, or better still, keep it standing in a small glass or jar in a weak solution of Lysol, with the bulb resting on a piece of cotton-wool placed at the bottom of the jar.

Always take the temperature in the same part of the body, not at one time in the mouth and at another under the arm. Normal temperature is 98.4° F.

In Children.—In children under five years of age the temperature is best taken under the armpit, in the groin, or in the rectum (the last for quite young babies). Older children can be safely trusted to keep the thermometer under their tongue. In case of any likelihood of infection the thermometer must be soaked at once in a disinfectant solution such as Condy's fluid. The normal temperature is 98.4° F.

Throat, sore.—A slight sore throat, from a chill, strain, dirt, etc., will be relieved by sucking chlorate of potash pellets. A gargle of borax and water or salt and water is also soothing, especially for hoarseness.

If there is any swelling, hot flannels should be applied, and if the condition is at all severe it is best to go to bed.

Toe-nails, ingrowing.—See **DIET, HEALTH AND BEAUTY (TOE-NAILS, CARE OF)**.

Tongue, coated.—A coated or

furred tongue may often indicate the condition of the stomach. Alcoholic excess and an acute dyspepsia will give a pale, flabby tongue, indicating the need for a restricted diet, such as soup or milk, and magnesia or peppermint. A thin white fur may indicate hyperacidity, especially if there are symptoms of heartburn, and indicates the need for alkalis, which are most easily obtained in the form of milk and apples.

In Children.—In children there may be white patches on the tongue which can be rubbed off. These are "thrush," and are usually accompanied by diarrhoea. They can be treated with glycerine and borax, and usually disappear rapidly. Often they indicate that the child's diet is inadequate, and this should therefore be improved and varied.

Tonsillitis (Quinsy)—This is characterised by inflammation of the throat and suppuration of the tonsils. It is usually accompanied by a rise in temperature and a general feeling of unease.

Treatment—It is best to stay in bed until the inflammation subsides. Gargle with hot antiseptic fluids and apply hot fomentations to the outside of the throat.

Tonsils.—The tonsils are two bean-shaped masses of tissue situated between the soft palate and the tongue at the back of the mouth. Their function is to protect the lungs from infection by germs, but they may themselves cause trouble by becoming inflamed, either temporarily or

permanently. Permanently inflamed tonsils are a constant source of poison which must in time undermine the whole constitution.

Treatment.—Much can be done to keep the tonsils healthy by regular care of the teeth, daily gargling and attention to diet and exercise. Permanently inflamed tonsils will probably need to be removed, and the only course is to consult a doctor. For temporary trouble, see TONSILLITIS.

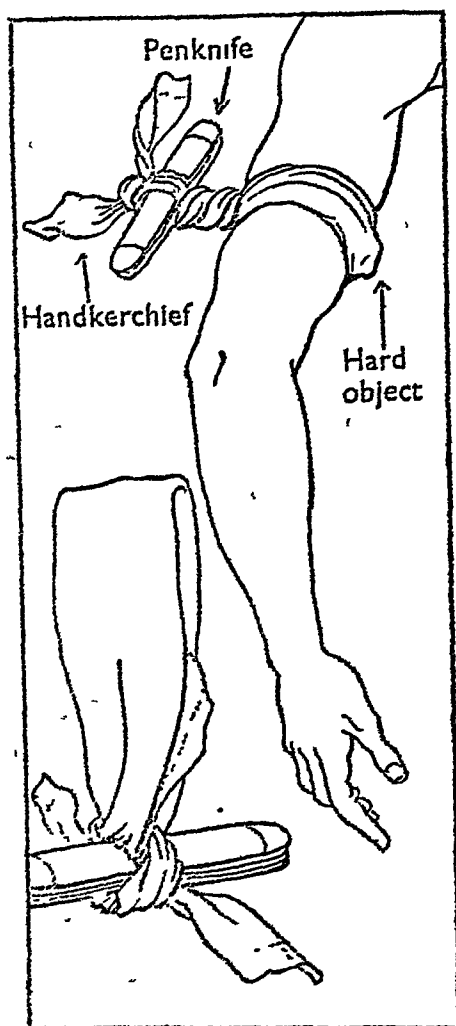
In Children.—Inflamed tonsils in children are more frequent than in adults. They are usually associated with adenoids and the cure for the one trouble is the same as for the other. See ADENOIDS.

Toothache.—The only adequate treatment is to have the tooth seen to by a dentist, and this should be done at the first hint of trouble. Relief from acute pain may be obtained by rubbing the gum with oil of cloves or brandy.

Tourniquet, to apply a.—The object of a tourniquet is to stop heavy bleeding such as will occur if an artery is cut or injured. In cases of emergency, a tourniquet can be improvised as follows:

1. Place a pebble or other hard smooth object in the folds of a handkerchief, piece of linen, or a bandage.

2. Wrap the bandage once or twice round the injured limb with the pebble placed directly over the damaged artery, if possible, and between the wound and the heart.



79 *An Improvised Tourniquet.—Bleeding from an artery can be effectually stopped in an emergency by wrapping a pebble or marble in a handkerchief and drawing it tight against the affected artery at the nearest convenient point between the wound and the heart.*

3. Tie the bandage loosely, with the knot on the side of the limb opposite the wound.

4. Slip a stick, ruler or something similar under the knot and twist it round until the pebble presses hard against the artery.

Before applying the tourniquet, make the patient lie down and raise the injured part of the body above the heart level, if possible.

A tourniquet of this kind is painful and may itself do harm if left for three or four hours. If the doctor has not arrived within half an hour or so after its application, loosen the tourniquet *slowly* and *in gradual stages*, until it is quite loose. But if bleeding starts again the appliance must, of course, be re-tightened.

Unconsciousness.—If a person loses consciousness, the immediate treatment consists in loosening the clothing and applying warmth by hot bottles and blankets.

If the face is pale and the pulse feeble, lower the head and raise the feet and fan the patient gently. Further action will of course depend upon what caused the trouble. See also **APOPLEXY** and **FAINTING**.

Vaccination.—Vaccination is a method of protection against smallpox, the person vaccinated being inoculated with the virus of cowpox. This brings on a mild attack of the disease and so stimulates the natural resistance of the body to provide immunity to smallpox.

Vaccination should be performed when a child is from two to six months old and should be repeated every seven years afterwards. Vaccination of young children is compulsory by law.

unless the parents conscientiously object to it and register their objection with the District Vaccination Officer within four months of the child's birth.

Vaccination is performed nowadays with "glycerinated calf lymph" and not, as formerly, with "humanised lymph." There is very little scarring nowadays, and it is not necessary to have the operation performed on the arm. Vaccination is free, by law, and if a child falls ill as a result of it, the public vaccinator is obliged to give it free medical attention.

Varicose Veins.—Dilated veins in the leg may be due to constitutional causes or to prolonged standing and walking, tight garters, or muscular strain.

Treatment—Avoid garters, any pressure on the veins, and much standing or walking; relieve chronic constipation and any liver complaints, wear a light, porous, elastic bandage during the day.

In young subjects an operation may be indicated. The most modern treatment is to inject a fluid into the veins which causes them to close up.

Bleeding from.—In case of bleeding from the veins, lay the patient down and raise his leg to a vertical position; apply pressure to the bleeding point with a knotted handkerchief until medical aid is obtained.

Vomiting.—Vomiting may be due to many causes, from poisoning to nervous distress. Where a serious cause, such as poisoning, is suspected, a doctor must be sent for immediately.

Treatment—The patient should be kept absolutely at rest, lying down and without food. Sips of water or weak bicarbonate of soda and water may be given, and effervescing mixtures, *e.g.*, citrate of magnesia. A mustard-leaf applied to the lower part of the abdomen may be useful.

If the vomiting is followed by general prostration, give the patient a stimulant in the form of a teaspoonful of brandy in very hot water.

Vomiting of Blood.—This may be due to internal injury, poisoning by some corrosive, to varicose veins of the lower part of the gullet, or to disease of the stomach (such as cancer or ulcer).

Treatment—Keep the patient lying on his side, give no food or alcohol, and no ice to suck. Place an ice-bag on the pit of the stomach.

Remember that blood may have been swallowed, as in some cases of bleeding from the lung, and after an operation such as the removal of tonsils.

Warts.—Warts are small, horny growths usually occurring on the hands, sometimes quite suddenly in large numbers. Although warts sometimes disappear spontaneously, they usually require treatment by some caustic such as glacial acetic acid, applied once daily on the pointed end of a match, or by X-rays.

Wasting in Children.—Wasting occurs in any of the severe illnesses of childhood, such as tuberculosis, rheumatism, or kidney trouble, also in heart disease and diabetes. Children may fail

to put on weight who suffer from worms, or who are not getting enough sleep owing to the crowded conditions under which they live. Unsuitable food, and infections with parasites, which cause irritation, also lead to loss in weight.

However, it is not normal for a child to lose weight, although mothers must remember that the gain in weight after the first year is not so rapid. The child looks thin, although it is actually making bone all the time.

Children of school age also lose weight if they are worried over their work, and often the strain of the daily journey is rather trying and, if they live far from the school, they may not get a proper midday meal. In many country schools children have to eat sandwiches for their dinner even in the cold weather, and walk some distance morning and evening to get their education.

Insufficient sleep is a very common cause of not gaining in weight, particularly after early childhood, and in crowded towns children find it difficult to get to sleep owing to the noise, and have to be up early in the morning in order to go to school.

Treatment—It is most important to find the cause of the wasting before ordering any remedies, and the wise mother will think about food, sleep, and worms first, before wondering if her child has tuberculosis or

rheumatism. A good diet is of paramount importance, but during the winter months cod-liver oil in the form of emulsion should always be given to children, and this may help them to put on weight.

Whitlow.—This is an inflammation of the finger, especially round the nail. Apply hot fomentations to the finger, and have the whitlow opened by a doctor to allow the escape of pus.

Wind.—See FLATULENCE.

Worms.—Worms of all kinds are more usual in children than in adults. They enter the body by food and drink or by a child sucking its fingers, which have picked up eggs under the nails. Wherever worms are suspected in a district, use only boiled water and avoid locally-grown raw green food.

Symptoms.—Worms are first discovered when they are voided in the motions. Threadworms, which are the most common, appear as white threads about half an inch long. Tapeworms are voided in segments which appear white and flat and may be several inches long.

The victims of tapeworms are thin and irritable. They seem perpetually starved, often have a sallow complexion and complain of a vague pain in the bowels.

Treatment—Seek a doctor's advice as soon as the worms make their appearance.

Wounds.—See CUTS.

INDEX AND PRONOUNCING GLOSSARY

HOW TO USE THIS INDEX—In order to facilitate immediate reference to the principal entry on a particular subject, the page number for this entry is set in italics, thus 158. Subsidiary references to the subject which occur elsewhere in the book are indicated by numerals in roman type, thus 167. Entries which refer to Household Emergencies, requiring prompt attention or immediate first aid, are set in bold type, thus **Painting, 330**. References to line drawings are printed in roman type and enclosed in square brackets, thus [27]. Cross references given in the index refer only to the index pages.

THE PRONOUNCING GLOSSARY.—Where the pronunciation of proper names and technical terms is not immediately understood from the spelling, or where the spelling may be misleading, a separate pronunciation is given after the first index entry. In simple cases a hint may be considered sufficient, in all doubtful cases a complete phonetic re-spelling is given. The word is broken into syllables as it is spoken, and an accent mark (') follows the syllable on which the stress is placed. The notation used for the phonetic re-spelling is as follows.

ā mate	a pat	c there	th thin
ē mte	e pet	a father	th thine
i mte	i pit	c her	zh leisure
ō mote	o pot	aw awl	ch church
ū mute	u nut	oi oil	g get
ōō boot	oo foot	ow owl	j jam

The French nasalised *n* is denoted by italicising the vowel and the nasal concerned, thus *un*, *bon*, *vin*. The German modified *o* and the similar French sounds are denoted by *oe*, the German soft *ch* and *g* by *ch*, and the guttural *ch* (as in Scots "loch") by *ch*. The French *u* and the German modified *u* are indicated by *u*.

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